

# **JOB DESCRIPTION & PERSON SPECIFICATION**

SCHOOL: Broadclyst Community Primary School

POST TITLE: Coffee Shop Assistant

**RESPONSIBLE TO:** Chef

**SALARY:** £7.50 per hour over 25

(i) This job description is not a comprehensive definition of the post. Discussions will take place between the Headteacher and the individual concerned on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.

(ii) In drawing up this job description the Headteacher acknowledges his responsibility in those ways defined for Headteachers in his Contract of Employment, to enable the holder of this post to carry out the assigned duties and responsibilities. The Headteacher will consult you as appropriate during any review of these duties.

#### **Job Purpose**

Serving the customers of the Coffee Shop which is open to families every afternoon. Preparation and serving of meals, snacks and drinks.

#### Knowledge, Skills and Experience Required

- Preparing and cooking of meals, salads, sandwiches and side dishes.
- Serving food in an efficient, friendly manner.
- Washing up kitchen equipment and tableware.
- Cleaning cafe area.
- · Excellent communication customer relation skills.
- The use of an electronic till system.

## **Hygiene and Safety**

- To be aware of the need for good hygiene practices and ensure high standards of:
  - Personal hygiene
  - o Kitchen hygiene in the preparation and service of food.
  - o Cleanliness of equipment and premises.
- To be familiar with and carry out the safety policies of the school.

## **Other Duties**

- Any other relevant duties as required for the efficient running of the unit or for the requirements of special catering.
- To work at any other unit where cover is required.

## **Hours of Work**

- 2.30pm to 5.30pm, Monday to Friday, within school terms.
- On occasions, you may be required to work overtime.

## **Work Demands**

- Preparing and serving a volume of meals and refreshments daily to a strict deadline.
- Some attendance at school events.
- Staying current and embracing training opportunities.
- Maintaining records.

# **Physical Demands**

• Standing, lifting and walking.

# **Working Environment**

• School buildings. Industrial kitchen.

## **Person Specification**

#### **Experience**

- Some experience of serving of food within a large catering operation (e.g. at a school, factory or large restaurant).
- Face to Face, experience of dealing with people.

## **Qualifications or Training**

• Must possess a valid Food Hygiene qualification, or be willing to train for one.

## **Practical Skills**

- Able to follow instructions, i.e. menus, recipes, guidelines, Codes of Practice.
- Able to use general catering equipment, safely and correctly.

## Personal Qualities & Attributes

- Able to adhere personal hygiene standards.
- Polite, courteous and friendly towards customers and colleagues.
- Willing and capable to be flexible and adjust to various work places duties and hours.
- Willing and able to undertake further training.
- Able to work under pressure, responding to customer needs and complaints.
- Capable of moderate physical activity, i.e. lifting saucepans, standing for long periods of time.
- Able to apply Health and Safety Hygiene Procedures.
- Capable and willing to work on own initiative.

SIGNED:	HEADTEACHER
SIGNED:	COFFEE SHOP ASSISTANT
DATED:	