

South Downs Leisure

IDENTIFICATION OF JOB

JOB TITLE	-	Cafe Assistant
TEAM	-	Catering
WORKING BASE	-	Worthing Leisure Centre
RESPONSIBLE TO	-	Catering Supervisor

OVERALL PURPOSE OF JOB

- To deliver and maintain a high standard of service and customer care
- To serve at the cafe, including taking orders, making drinks and accurate cash handling
- Responsible for the cafe seating area and counter, including clearing tables. Ensuring that the areas are kept to a high standard of cleanliness and hygiene in line with EHO guidelines.
- To comply with Food Hygiene and Health and Safety legislation
- Ensure promotion of the Trust through effective delivery of work duties

MAIN RESPONSIBILITIES

Front of House

- Maintain high standards of cleanliness and hygiene by following appropriate procedures, completing close down processes, adhering to cleaning schedules and following EHO guidelines
- Accurately record all spillage and wastage.
- To assist with deliveries, washing up and clearing tables when necessary
- Upselling additional food and drink products
- Organise and control the efficient production of quality drinks and beverages

Drinks and Food Production

- Prepare and serve high quality food and drinks in a timely manner ensuring that good portion control is carried out
- Work closely with the Catering Supervisor to control stock levels for all drinks ensuring that stock rotation is carried out at each delivery.
- To assist with food preparation as required

Customer Service

- Ensure that a high level of customer service is maintained by being helpful, courteous and knowledgeable about products sold and building customer loyalty with regular visitors

Till and Cash Handling

- Ensure safe handling on any cash taken
- Ensure appropriate recording of payments for all items served on the till system.

General

- To undertake other duties appropriate to the post that may be requested from time to time by the Line Management and in line with the trust policies.
- To undertake relevant training when required.

Other

- Work will be on a rota basis which requires flexibility to help cover extra shifts as required during periods of leave and sickness.

Registered in England and Wales | Company limited by guarantee | Company number: 9204269 | Charity number: 000000
Registered office: *Field Place, The Boulevard, Worthing, West Sussex, BN13 1NP*