

Sevenoaks Town Council

JOB DESCRIPTION

Post: Casual Contract for Café Assistant
Café on the Vine & Bat & Ball Station Cafe

Responsible to: Café on the Vine Manager

Job description prepared: February 2020

This is a Casual Contract to cover sickness, holiday and potentially some regular shifts for both cafes.

Key Responsibilities and Objectives

1. Follow the opening and closure procedures of the kitchen area.
2. Know the menu and be fully capable of preparing any item on it.
3. Know the proper presentation, make up technique, preparation method and desired flavour of all items on the menu.
4. Provide excellent customer service
5. Keep the kitchen clean and tidy to conform to Environmental Health standards.
6. Washing up, cleaning as required.
7. Awareness of stock (particularly fridge) safe storage
8. Stock maintenance and controls, include use by date and food rotation procedures.
9. Wear appropriate uniform.
10. Compliance with Environmental Health hygiene regulations, including following cooking standards, quality standards and kitchen rules, policies, and procedures. Know proper function, operations, maintenance, and cleaning of kitchen appliances.

11. To act as a responsible adult and work cooperatively with the other members of the staff team.
12. To conduct yourself with customers in a polite, professional and approachable manner at all times.
13. Be proactive in assisting the manager in the planning, development, delivery, promotion and evaluation of activities, events and initiatives provided by the Café on the Vine.
14. To undertake relevant training as appropriate and necessary, as directed by the Manager.

Outline Terms and Conditions

- Casual Contract to cover sickness, holiday and potentially some regular shifts for both cafes.
- Minimum Wage