

JOB DESCRIPTION

POSITION TITLE: Coffee Shop Assistant
LOCATION: The GateWay, Addlewell Lane, Yeovil, BA20 1QN
REPORTING TO: Coffee Shop Manager

JOB PURPOSE

To help prepare and serve food and drink to customers of the GateWay coffee shop.

KEY ACCOUNTABILITIES

Responsibilities

Principal Role

- The preparation and serving of food and drink to customers of the coffee shop in a timely, pleasant and efficient manner
- Helping to ensure that the operation of the coffee shop is in line with the purpose and vision as defined by the YCC leadership team
- Helping to maintain high standards for food presentation and quality
- Maintaining personal cleanliness and a smart appearance at all times
- Helping to ensure that the coffee shop is maintained in a clean and tidy manner
- Ensuring compliance with Health & Safety, COSHH and food hygiene regulations

Additional Roles

- Participation in YCC staff training, where required
- Being sensitive to the needs of individuals who make use of the GateWay coffee shop and to advise and refer them to others as appropriate
- To help provide information about the ministries and other services provided by YCC.

PERSON SPECIFICATION

Experience

- Experience in food preparation, preferably in a catering environment

Personal Qualities

- A commitment to the ethos of YCC, as expressed in our Mission, Values and Vision (365)
- To be highly motivated and keen to serve the public
- To be willing to work as part of a team and share responsibilities as appropriate.