# JOB DESCRIPTION

**JOB TITLE:** Truro School Café Assistant

**GRADE:** AS11 – AS15 (on Truro School Support Staff scale)

**REPORTING TO:** Truro School Café Supervisor/Head of Cookery School

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**ROLE OVERVIEW**

To work as part of a busy team running the Truro School cafés, Burrell bar and tuck shop, providing hot and cold beverages and snacks to parents, pupils and visitors.

**KEY FUNCTIONS**

* Support the Café Supervisor in the day-to-day management, operation and development of the cafe and associated retail outlets e.g. the tuck shop.
* Take responsibility for the operation of the café in the Supervisor’s absence.
* Arrive promptly to undertake all necessary tasks to ensure the café runs smoothly throughout the day
* Prepare and serve a range of beverages and food to parents, pupils and visitors.
* Support the day to day operation of the café and tuck shop by batch cooking and baking a wide range of items as required
* Maintain high standards of cleanliness, safety and hygiene of the premises and equipment and to work within the requirements of relevant Health & Safety and Food Hygiene Regulations, ensuring that drinks and snacks are served in an efficient hygienic environment.
* Ensure ‘clean as you go’ in the Café, to the high standards laid down by the School as directed.
* On closure of the café, ensure the close down procedure is followed and completed.
* Handle the till effectively following all procedures as required.
* Work as part of a multi-disciplinary team supporting the Cookery School, café and tuck shop - including provision of cover during times of staff absence and busy periods as required.
* Liaise effectively with the Truro School Café Supervisor regarding stock control, ordering etc.
* Maintain confidentiality of information acquired in the course of undertaking duties for the School.
* Undertake any other duties appropriate to the requirements of the Café and tuck shop as and when required.
* By arrangement, to support external events during school holidays, at weekends and evenings as required on a zero hours basis.

**PERSON SPECIFICATION**

* + Must be reliable with a hands on, positive, flexible approach
  + Good timekeeping standards
  + Excellent communication skills
  + Proven track record of being a team player
  + Good attention to detail and ability to work in a fast-paced environment
  + Experienced in first-class customer service
  + Sensitive to the Methodist ethos and traditions of the School

**ADDITIONAL**

* This is a permanent position (term time only) with a zero hours element as andwhen required.
* Training to operate equipment will be provided as necessary.
* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will may involve contact with pupils.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date Prepared:** June 2019

**Prepared by:**  Head of Cookery School