

**HOPE CORNER COMMUNITY CENTRE, 185 MAYS LANE, EN5 2DY**

**Hope Corner Community Centre is a Christian Community Centre who outreaches  
To the local residents on the Dollis Valley Estate and Chipping Barnet Ward.**

**Café assistant.**

You will be responsible for assisting in the café operation, including preparing drinks, snacks, cakes and light meals when required, and with events such as the Seniors Lunch Club. You may be required to undertake other duties from time to time as reasonably required. Your Supervisor will work with you in developing aspects of this role and its responsibilities.

**Abilities**

1. Ability to prepare drinks, snacks, cakes and light meals for Community Café.
2. Food Hygiene in Catering Level 2 or equivalent basic food hygiene certificate (online course will be provided)
3. Able to pass DBS scrutiny

**Café operations**

- Operating the till
- Assisting with stock control and ordering supplies
- Serving customers in a pleasant and courteous manner
- Cleaning the kitchen, café area and café toilets in accordance with Health and Safety Regulations and Guidance
- Keeping cleaning and temperature records
- Clearing tables
- Washing up
- Ensuring that the café environment is pleasant and welcoming
- Reporting maintenance issues to the Operations Manager
- Ensuring that any risk assessments are complied with
- Maintaining such records as are required by the café

**Personal Skills**

- Good interpersonal skills as the successful applicant will be required to interact with other staff and clients
- Ability to organise their time efficiently and effectively
- Ability to work on own initiative; and also take directions
- Good verbal and written communication skills

**References**

References from previous employer(s) will be required

**Working week**

Comprises of 16 hours, Monday to Friday 11.30am to 2.30pm, with a further hour on Tuesdays.

**Holidays:** 22 days per calendar year plus corresponding bank holidays.

**Salary:** London Living Wage applies & experience