

The Sheffield Royal Society for the Blind

Job Description – Café Assistant (Mappin Street, Sheffield)

Hours: Monday to Friday 10am to 3.30pm. Additional hours may be required to cover other events occasionally held at our Mappin Street Centre.

Salary: Negotiable subject to relevant skills and experience.

Background Information:

Sheffield Royal Society for the Blind provides a range of services and facilities to support people with sight loss in Sheffield and people with sight loss and/or hearing loss in Rotherham. Our services in Rotherham are delivered under the name of Rotherham Sight & Sound. Our overarching aim is to promote people's independence through advice and subsequent referral to other services, both our own and other agencies.

Duties & Responsibilities:

Working under the supervision of the chef, to carry out all duties associated with running our café which is open to clients, their guests, staff and volunteers, serving a variety of hot and cold refreshments. Assistance with serving is usually available from volunteers at busy times or other members of the kitchen team when available.

Specific duties will include, but are not restricted to:

1. Preparing and serving a variety of hot/cold drinks including Italian style coffee, tea, milk shakes etc.
2. Preparing and serving fresh hot/cold snacks and sandwiches.
3. During the shift assistance with the preparation of the daily meal for clients to include vegetable and salad preparation. On occasions as part of the team some assistance with cooking may be required.
4. Cash till operation including takings.
5. Management of café stock, its rotation and control. Specifically to include out of date food disposal from freezer, fridge and food chiller on a daily basis. (Ordering of new stock in conjunction with weekly kitchen orders placed by chef).
6. Supervision of volunteers assisting with serving.
7. Cleaning and sanitation of the café area including the café seating area floor, tables, chairs etc at the end of each day. (Floor areas not to be cleaned until 3pm each day, part of which is the kitchen floor following the emptying of the kitchen dishwasher and switch off).
8. Clearing of all crockery from the café and office areas before the end of shift which will include the cleaning and emptying of the kitchen dishwasher and switch off.

The Sheffield Royal Society for the Blind

Job Description – Café Assistant (Mappin Street, Sheffield)

9. Specific emphasis on the daily café cleaning schedule which is monitored and signed off by the chef.
10. Undertake appropriate training as and when required, some of which will be Health & Safety related and some of which will be skills related such as food hygiene.
11. Other ad-hoc duties as may be required from time to time.

Person Specification

E = Essential Requirement

D = Desirable Requirement

Experience and Qualifications	E or D
Have previous experience in a modern café or similar catering establishment.	E
Have good customer service skills including a pleasant personality and patience, sympathetic to the specialist needs of our customers.	E
Basic Food Hygiene Certification	D
Have good numeracy skills in order to manage takings.	E
Willing to undertake any necessary training to develop their role.	D
Ability to work on own initiative and as part of a team	E

All Staff are required to:

Understand and comply with all relevant legislation and SRSB's policies and procedures, including data protection, safeguarding and health & safety. Confidentiality of information relating to clients, volunteers and staff is of paramount importance.

To bring to the attention of the General Manager any serious problems or areas of concern

Work as part of a team for the benefit of our clients. Staff are expected to be conscientious, adaptable and flexible in their duties.

Actively promote the work of SRSB as an independent charity for the provision of help, support and provision of services in various forms for the benefit of our clients.

Undertake appropriate training as and when required, some of which will be Health & Safety related and some of which will be skills related.

The Sheffield Royal Society for the Blind

Job Description – Café Assistant (Mappin Street, Sheffield)

Benefits:

Life Assurance

All staff are covered under a life assurance policy for twice their annual salary. However, please note that this is not a contractual obligation and whilst we have no intention of removing this benefit the Charity in its sole and absolute discretion reserves the right to discontinue, vary or amend the scheme (including the level of your cover) at any time on reasonable notice to you.

Pension

You will be auto enrolled in SRSB's staff pension scheme immediately and contribute 3% of your gross earnings (plus employer contribution 2%). This percentage is due to increase to 5% employee (employer 3%) in April 2019, subject to the government not deferring these increases. If you wish to contribute over and above this percentage you may do so, but SRSB will not match this extra contribution. This is a 'money purchase' scheme and is contracted in to SERPS.

Holidays

23 days per annum plus 9 days statutory/customary holidays. 3 days must be reserved for the Christmas/New Year shutdown. Additional holiday entitlement starts to accrue after 3 years' service. Our holiday year is 1st January to 31st December, holiday entitlement accruing pro-rata throughout the year.