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North Tyneside
Council

Employer: Adapt (NE)

Vacancy: Café Assistant

Hours: 15HPW

Salary: £12.21 per hour

Working pattern: To be decided with the successful candidates

Number of vacancies: 1

Are you ready to **“Espresso”** yourself by joining our community café on Burn Lane in the heart of Hexham, where you can serve **“Brew-tiful”** beverages and delicious homemade desserts, cakes and quality food to customers. We pride ourselves on keeping the community at the forefront of our minds, so we ensure our café is inclusive, accessible and affordable to everyone! And as you can see, we like to have a **“Latte”** of fun within our team.

Things you will be doing in the role

- Always having a friendly smile and conversing with our visitors in a courteous manner, delivering an outstanding level of customer service at all times.
- Daily completion of food standards paperwork.
- Serving food and drink to customers in a consistent and reliable manner.
- Basic food preparation and kitchen assistance as required by the chef.
- Taking telephone food orders.
- Taking cash and card payments and ensuring the till balances each day.
- General housekeeping, cleaning and maintenance duties.
- Assisting with the receipt and storage of deliveries in stock rotation.
- Preparation of and assistance with meetings and events.
- Being responsible for own safety and not endangering colleagues/visitors in the workplace.
- Observing, maintaining and complying with Adapt (NE) values, policies & procedures relating to cash handling, security, hygiene regulations and Safer Food Better Business regulations.

Don't worry if you have not done some or any of these tasks before training will be provided to you as part of the New Start experience.



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Essential skills, experience and qualifications

What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- A commitment to own learning and development and ready to complete the training on offer
- Ability to work well as part of a small team
- Ability to demonstrate customer care and to be polite and courteous
- Able to follow instructions and health and safety guidelines
- Good communication skills
- Ability to confidently count, add and subtract