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|  | CASTLE DONINGTON PARISH COUNCIL The Community Hub, 101 Bondgate, Castle Donington, DE74 2NR Telephone: (01332) 810432 **Email: clerk@cdpc.org.uk**  Clerk: Ms Fiona M. Palmer |
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**JOB DESCRIPTION**

**JOB TITLE:** Kitchen/Cafe Assistant

**GRADE:** National Living wage

**RESPONSIBLE TO:** Clerk to the Council and Kitchen/Café Manager

**RESPONSIBLE FOR:** Community Hub kitchen related activities.

# PURPOSE OF JOB:

1. To assist in the kitchen with the day-to-day operation of the services to customers, hirers and users of the Council’s Community Café.
2. To ensure that customer needs are met.

**KEY RELATIONSHIPS:** Customers, hirers, service users, partner organisations, community groups, Parish Council staff and volunteers, Volunteer Centre staff and volunteers and Community Library staff and volunteers.

# MAIN DUTIES:

1. To ensure that the needs of Community Café customers are met at all times.
2. To ensure that the Community Café standards for food, health and hygiene are met at all times.
3. To be able to work under limited supervision and under pressure at busy times.
4. To have an ability to adapt to the growing needs to the Community Café, have innovative ideas as to how to increase the footfall through the Community Café.
5. To be assist the Facilities and Bookings officer with suggestions and ideas for the sales, promotion, and marketing of the Community Café.
6. To attend occasional staff meetings/training sessions as necessary, which may be out of normal working hours and/or at other establishments as required.
7. To provide cover for colleagues and undertake any other reasonable duties that may be required by the Clerk.

# SALARY/TERMS OF EMPLOYMENT:

Employed on a salary based on national living wage, average 10 hours per week, initially, over lunch time period – Monday to Friday.

This is a fixed term contact for up to six months.

Normal cafe hours are from 9.30am to 3pm weekdays currently. A level of flexibility is required due to the requirements of the job Kitchen Assistant (the Community Facilities are open weekdays, evenings and weekends) and some events and functions which are not within the normal patterns of work will be required.

All other terms and conditions in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (The Green Book). The employment will be subject to a probationary period of six months’ satisfactory service. Payment of salary by banker’s transfer - monthly in arrears.

Castle Donington Parish Council is an Equal Opportunities Employer

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| **Kitchen / Café assistant** |  |  |  |
| **KEY JOB REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **TESTING MECHANISM** |
| QUALIFICATIONS  At least 3 GCSEs including English Language and Maths |  |  | Application Form |
| Formal qualification Food Hygiene and Safety for Catering or willingness to train |  |  | Application Form |
| EXPERIENCE  Working with clients and the public in a customer services, hospitality or retail environment |  |  | Application Form |
| KNOWLEDGE |  |  |  |
| Knowledge of Food Hygiene and Health & Safety requirements |  |  | Application Form/Interview |
| Practical and procedural knowledge in running multi- functional facilities. |  |  | Application Form/Interview |
| Cash handling within a work environment |  |  | Application Form/Interview |
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| SKILLS  Excellent communication and language skills, both written and verbal at all levels |  |  | Interview |
| Kitchen skills |  | Application Form |
| Excellent organisational and prioritisation skills with the ability to re-evaluate priorities |  | Interview |
| Interpersonal skills, with the ability to build a positive rapport with customers and colleagues. |  | Interview |
| PERSONAL QUALITIES |  |  |  |
| An enthusiasm for customer service and the self- confidence to deal with people at all levels in a professional manner |  | Presentation / Interview |
| A keen interest in local community and its wellbeing |  | Interview |
| Ability to be responsible for own workload |  | Interview  Interview |
| Willing to work outside normal office hours including evenings and weekends as required to meet the demands of the service |  |  |
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| OTHERS  Holder of a Full Driving Licence  Willingness to work at any of the Parish Council’s Premises |  |  | Application Form Interview |