

Beacon Plus

Part Time Café and Catering Team Member

Job Description and Person Specification



Job description

Salary: KSA - £12.71 per hour
Hours: 9am -3pm – Friday only, 6 hours per week (additional ad hoc hours will be available to support catering for events)
Contract type: All year, 52 weeks
Duration: Permanent
Reporting to: Café Lead

Main purpose

The Café and Catering Team Member will support the café lead in delivering excellent service, preparing food and beverages, and supporting catering events.

Duties and responsibilities

- Role model excellent working practices to our staff who are learners at our specialist FE college for adults with learning difficulties and disabilities.
- Support learners to develop their catering and customer service skills
- Greet and serve customers in a warm and welcoming manner
- Prepare and serve hot and cold drinks, snacks, and light meals
- Assist with food preparation and presentation for catering events
- Maintain cleanliness and hygiene standards in the café and kitchen areas
- Operate the till and handle cash/card transactions accurately
- Restock supplies and monitor inventory levels
- Follow all health and safety regulations and food hygiene standards
- Maintain required training
- Work in line with Beacon Plus values

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the team member will carry out. The postholder may be required to do other duties appropriate to the level of the role. Beacon Plus is an equal opportunities employer.

Person specification.

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ A relevant qualification in cooking or catering – desirable ➤ Level 2 Food Safety Certificate – desirable
Experience and Knowledge	<ul style="list-style-type: none"> ➤ Previous café, catering or hospitality experience ➤ Basic food hygiene knowledge ➤ Previous experience working with special education needs - desirable
Personal qualities All essential	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the college ➤ Commitment to acting with integrity, honesty and loyalty ➤ Excellent customer service and communication skills ➤ Ability to work well in a team and under pressure ➤ Flexible and reliable with a positive attitude ➤ Commitment to maintaining confidentiality at all times