

JOB DESCRIPTION CAFE ASSISTANT Make Hamilton

Job Purpose and Summary

Make CIC is a social enterprise with the vision to see people turn passion into prosperity.

The mission is to provide services; support people; facilitate resources and networks in order that people can live happy, healthy and prosperous lives.

This is done by providing affordable, community-focused creative work environments; nurture people's curiosity to learn skills; facilitate access to opportunities and resources; bring people together by building networks and hosting events; as well as transform the environments around us.

The role of **Cafe Assistant** is dedicated to supporting the running of the new Cafe to be opened at Make Hamilton, Birkenhead.

Reporting Relationships

- Reports to Operations Manager

Key Skills and Person Specification

- Responsible, honest, reliable and trustworthy
- Punctual and practical
- Friendly and approachable
- Able to stay calm in an emergency
- Understanding of safe working practices and health and safety
- Able to serve food and drink
- Able to work independently and as part of a team

Key Responsibilities

1. Ensuring the smooth running of the cafe and building, ensuring it is tidy, clean, well-kept and safe
2. Undertaking and assisting with serving food & drink, and other general custodial duties related to the smooth running of the building
3. Being a point of contact within the building for visitors and contractors
4. Being responsible for security (to unlock buildings in the morning before people arrive, and/or lock up at the end of the day and a shared duty of letting people in who have hired rooms for clubs, classes or evening events)
5. Storing equipment and supplies safely
6. Organising and looking after stock
7. Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building
8. Understand food health hygiene and health & safety
9. Replacement of consumables (soap, toilet rolls, hand towels)
10. Maintaining a variety of records, such as stock levels
11. Ensure the building is clean, clear and safe
12. Undertaking additional duties as required to support the team
13. Undertaking additional duties as required to ensure the building as a whole runs smoothly