



Café Assistant

Job Title: Cafe Assistant

Reporting to: Facilities Supervisor

Overall Job Purpose:

To provide an efficient and professional service to the customers of the Harrison & Hetherington catering facility whilst maintaining high standards of cleanliness and hygiene.

Job Description

Primary Accountabilities

1. To take orders and serve food and drinks to customers and staff as required.
2. To collect payments from customers and staff using an EPOS till system.
3. To ensure customer and staff areas of the café are kept clean, tidy, and well maintained at all times.
4. Replenish service areas with condiments, napkins, products etc. as required.
5. *When required*, assist with the preparation and cooking of hot and cold meals, in accordance with pre-set menus.
6. To assist with overall cleaning of the kitchen and dining areas and is carried out effectively.
7. To understand, and ensure the implementation of, the Group's Health and Safety policy, and Emergency and Fire procedures.
8. To maintain a safe working environment by reporting potential hazards, faulty equipment, and any damage to the Facilities Supervisor.
9. To maintain current knowledge with regard to Health & Safety and adhere strictly to legislation relevant to the catering operation. To ensure health and safety standards in the kitchen and dining area and to promote safe practice.
10. To attend mandatory training as and when required.
11. To report immediately to the Facilities Supervisor, any illness of an infectious nature or accident incurred by a customer, colleague, self or another.

Secondary Accountabilities

Other ad hoc duties that the employer determines fall within the job holders' capabilities.