

Job advert

Community Centre Coffee Shop Assistant

Cottenham Community Centre is the hub of the village. Our facilities are used by all age groups and is staffed mainly by volunteers. Coffee shop opening hours are 10.00am - 4.30pm Monday and 10.00am - 2.00pm Tuesday to Saturday. The coffee shop is open for about 48 weeks per year.

We are looking for a part-time staff member with food preparation and, ideally, Barista experience. The job requires someone who is customer focused, can work on their own initiative, enjoys dealing with the public and can turn their hand to all aspects of helping to run the Coffee Shop and wider Community Centre.

The role includes:

- Food and drink preparation
- Taking orders for customers, and serving them in a pleasant and courteous manner
- Supervision and training of the Community Centre volunteers
- Cash / Card handling and daily cashing up.
- Shopping and stocking of food and consumables, in conjunction with the manager
- Maintaining and updating records, reporting any problems to the manager
- Careful adherence to health and safety, including food safety standards
- Point of contact for the building - fire, health and safety and first aid on a daily basis, overseen by the manager and trustees
- Taking booking details and payments for Community Centre hire

Hours would be by arrangement with the manager, typically 8 hours per week. We are looking for some flexibility and the job is likely to involve working one or two Saturdays a month. There may be some evening hours for special events and we expect the holder to provide cover for holiday, training, and sickness.

The post holder will complete appropriate training for First Aid, Level 2 Supervising Food Safety and Catering Courses, which will be provided if necessary.

Salary: from £8.50 per hour, depending on relevant experience and qualifications

Applications should be sent to Jane Hackshaw, Community Centre Manager, 250A High Street, Cottenham, CB24 8RZ

email: manager@cottenhamcc.org

<http://www.cottenhamcc.org/>