



Re#Ashed Community Café Catering Assistant - Person Specification

Requirements	How measured
E = Essential	A= Application
D = Desirable	I = Interview

Description	E or D	How
1 Knowledge and Skills		
1.1 Experience of working within a Café environment	E	A I
1.2 Experience of a customer service environment	E	A I
1.3 Experience & understanding of stock taking	E	AI
1.4 Experience of completion of Kitchen/café daily checks	E	AI
1.5 Experience of serving hot food	D	A I
1.5 Must have good administration skills: <ul style="list-style-type: none"> • Completion of paperwork which would include all daily checks • Updating the database in respect of takings • Updating the database in respect of stock requirements 	E E E	A I A I AI
1.6 Excellent organisational skills to include: <ul style="list-style-type: none"> • Understanding of administration systems and processes to capture and record data effectively and in a timely manner • To ensure that stock requirements are provided to the Project Manager in a timely fashion • Able to plan and organise a growing menu in accordance with the Food Hygiene Regulations • To ensure a good working kitchen at all times • To be able to organise the volunteers on shift that day 	E E E E E	I I I I I
1.7 Ability to effectively communicate; face to face in a polite and friendly manner	E	A I
1.8 Strong time management skills – ability to work to deadlines and to have a flexible rota	E	I
1.9 Able to work in a team as well as independently. Work closely with the Project Manager in the development of the Re#Ashed Community Cafe	E	I
2 People and Contacts		
2.1 Motivated and able to work with everyone associated with the project to ensure great support and service	E	I
3 Accountability and Resources		
3.1 Awareness of health and safety within a work environment	E	A I
4 Job Impact		
4.1 Undertake relevant training as required	E	I
5 Independence and Judgement		
5.1 Able to work closely with the Project Manager but also using own initiative, multi-tasking, thinking on your feet	E	I
5.2 Able to identify problems and situations that arise, analyse the relevant factors and suggest and action effective solutions	E	I
6 Other attributes		
6.1 Reflect Community & Business Partner’s Mission – see website	E	I