



## JOB DESCRIPTION

Job Title:	Catering Assistant – Re#Ashed Community Cafe
Department:	CB Partners
Location:	Energy Zone, Newfield Drive, Blackburn, BB2 3UA
Pay Grade:	National Minimum Wage
Reporting to:	Tracy Davies, Project Manager

## JOB SUMMARY

To offer flexible, timely, productive, hands on support to the Re#ashed Community Café. To occasionally support other activities within Energy Zone.

To promote, coordinate, and plan day to day Menu with the Community Café.

To input donations received on a day to day basis

To stock take and liaise with the Project Manager in respect of stock requirements

To work in accordance with the Food Hygiene Regulations

## ACCOUNTABILITIES

- To offer a flexible range of support solutions to assist the team members delivering and managing the Re#ashed Community Café & when needed, Energy Zone.
- To interpret instructions and resolve issues that arise by implementing actions according to administrative policies and procedures.
- To direct a team of volunteers when on shift in the Community Café
- Working under your own initiative with minimum supervision.
- Be available in peak times and busy periods, over school holidays and weekends as necessary.
- Handling cash
- Any other duties deemed suitable for the level of the position within the organisation.