

## **Job Description - Café member - April 2009**

### **Main Tasks**

1. Serving customers.
2. Preparing and cooking food.
3. Working collectively as part of the Café department.
4. Working within the agreed rules and guidelines for the co-op and department.
5. Working within the Eighth Day food hygiene and health and safety policies and actively aiding others to do likewise.
6. Checking deliveries and keeping proper records.
7. Handling cash, cashing up, paying for deliveries etc.
8. Helping to maintain the security of the Café.
9. Actively managing non-member staff within the Café department.
10. Making active contributions to collective management functions and processes including; General Meetings, Co-op Meetings and discussion groups.
11. Seeking and undertaking training and personal development in order to be a more effective member and collective manager.
12. Carrying out any responsibility or task undertaken as promptly, efficiently and professionally as possible.
13. Promoting worker self-management and co-operative principles.
14. Communicating openly and honestly with other members.
15. Reading and listening to communications from other members.
16. Working collectively for the good of the co-operative, not for self-interest.
17. Representing the business in a professional manner at all times as part of the 'face' of Eighth Day.

### **Daily / Weekly routines**

1. Setting up the counter and generally readying the Café for the day's business.
2. Preparing and cooking main menu items.
3. Preparing and cooking short order items.
4. Cleaning up at the end of the day.
5. Helping to unload and bring in deliveries. These can be heavy and involve a lot of lifting.
6. Checking deliveries and prices, against lists, and maintaining records.
7. Cashing up at the end of day.
8. Preparing equipment, stock and food ready for the following day.
9. Taking responsibility for some stock control, ordering etc.

The contract for this position is a 'fixed term contract' for six months. During your probationary period you will be supervised by the Café co-op members and appraised by the personnel team who will also deal with any issues you have. After this period the contract will either be amended to a permanent one with membership of the co-operative or will not be renewed. If you become a member we expect a commitment of a minimum of 2 years, for 3 or more days per week.