

Function

*To assist the co-op in the efficient running of the Cafe.*

Main Tasks

1. Serving customers.
2. Preparing and cooking food.
3. Working collectively as part of the Cafe department.
4. Working within the co-op and café guidelines.
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, (including cashing up) paying for deliveries etc.
8. Helping to maintain the security of the Cafe.
9. Taking responsibility for some stock control, ordering etc.
10. Taking responsibility for the supervision of flexi timers and less experienced staff.

Daily / Weekly routines

1. Setting up the counter and generally readying the Cafe 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 list, and maintaining records.
7. Cashing up at end of day.
8. Preparing equipment, stock and food ready for the following day.

Scope of the Job

1. The Cafe member is an integral part of the co-op team and is part of the 'face' of eighth day as far as the public is concerned.
2. You are responsible for serving the customers and handling cash and credit transactions during the working day.
3. You will supervise the Cafe and other staff, jointly with other workers.
4. You will be supervised by the Cafe co-op members during your probationary period and will report to the personnel team for appraisal and any problems you have.