THE Leys

Job Description

Role Title:	**Cafe Assistant, Balgarnies**
Location:	**The Leys School**
Responsible to:	**School Shop Manager**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main purpose of the role

- To run a welcoming and relaxing cafe for our pupils and staff.

Main duties and responsibilities

- To prepare and serve a selection of snacks including pastries, paninis and cakes.
- To make hot and cold drinks on demand including milkshakes, coffee and hot chocolate.
- To take payment for snack items at the till.
- To clear away all rubbish and uneaten food.
- To clean down, cash up and close the Cafe at the end of the evening.
- To restock, clean and open the Cafe each afternoon.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).

  To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

<u>General Tasks</u>

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.

- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the School Shop Manager, Head/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

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Person Specification	**Essential**	**Desirable**	**Method of Assessment**
Qualifications	• GCSE Maths Level 4 or above		• Production of the applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	• Previous experience in a retail or catering environment	• Previous experience in a hospitality environment	• Contents of the application form • Interview • Professional references
Skills	• Good communication skills • Interested in the wellbeing of pupils • Willing to learn new skills • Adaptable and willing to provide cover to other areas of the schools retail offering		• Contents of the application form • Interview • Professional references
Knowledge	• Good numeracy skills	• Food hygiene or preparation certificate • COSHH requirements	• Contents of the application form • Interview • Professional references