

JOB DESCRIPTION / Café Assistant

Document issue date:	27 th September 2022
Location:	Saints, Newdegate Street, Nuneaton CV11 4ED
Salary:	£16,055 per annum, inclusive of employer NEST pension contributions at 8.5%. The post is initially for one-year. The contract will be rolled forward subject to availability of funding.
Hours:	38 hrs per week. Regular café opening hours are 930am-330pm, plus after-school opening on some days each week including occasional evening events.

Diversity Statement:

As an equal opportunities employer, we particularly welcome applications from UK Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates. All appointments will be made on merit of skill and experience relative to the role.

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made.

Role Purpose:

We are looking to recruit a Café Assistant to deliver high quality hospitality for the Saints Nuneaton cafe, which is part of the Charity, 'Together For Change' (a partnership between The Church Urban Fund and the Diocese of Coventry). The café seeks to support young people not in education or employment and also volunteers from the local community by providing training, experience and mentoring. Therefore the Café Assistant will be working with this cohort in support of the charities wider aims.

The 'Saints' project works with an ecumenical group of Nuneaton churches on its steering group, with the Church of England as the lead denomination, and therefore will involve sensitively working on behalf of Christians from all denominations to support youth work in the town. (It is not an inter faith hub.) The post holder will need to have a Christian understanding of what is happening in the building, that the projects are not simply community projects but they have a spiritual dynamic to them. We will also be hosting Alpha groups, discipleship evenings, worship and prayer nights at the Saints hub. It is therefore important that the post holder be in sympathy with the Christian faith and has a passion for transforming their community.

The Local Context:

The post is seeking to work collaboratively with the local churches and Saints Steering group and is part of a wider initiative to Transform Nuneaton and enable the Diocese to live out our Mission Purpose of Worshipping God, Making New Disciples, and Transforming Communities.

Key Relationships:

Saints is led by the charity Together for Change, in partnership with an ecumenical collection of Nuneaton Churches and Christian Organisations who are passionate about bringing community transformation to the heart of Nuneaton. The post-holder will be accountable to the Saints Café Lead and to the TFC Senior Leadership Team. They will also work collaboratively with volunteers, stakeholders, partners and agencies to ensure the best youth service provision possible.

Main Activities and Responsibilities:

- Providing practical support to the Saints Nuneaton cafe, ensuring all health and hygiene requirements are met, working alongside the Café Lead.
- Develop positive, professional relationships with customers, staff, young people and volunteers and provide hospitality training and mentoring for them according to their individual needs.
- Clean tables, wash dishes, ensure a tidy kitchen and café area
- Serve food and drinks to customers
- Cook and re-heat food as directed by the café lead
- Be responsible for ensuring our value of welcome and excellent hospitality is upheld
- Seek to recycle and reduce food waste where possible to reduce our carbon footprint.
- Work with the Senior Leadership Team to provide hospitality that supports our various community projects, including Saints Student Lounge.
- Support volunteers and young people on placement at Saints
- Attend staff meetings
- Undergo any training necessary, including first aid, health and hygiene, safeguarding and COSH.

To undertake any other duties commensurate with the post at a level consistent with the principle responsibilities of the post.

PERSON SPECIFICATION

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed
By:

<p>Education & Training</p> <ul style="list-style-type: none"> • Health and Hygiene Certificate • Good level of English – written and spoken 	A,D,I
<p>Relevant Experience</p> <ul style="list-style-type: none"> • Assisting in the delivery of excellent catering and hospitality within a relevant customer-facing, high-pressured setting • Experience within a a café / hospitality setting 	A, I,T
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of customer service 	A, I
<p>Skills & Abilities</p> <ul style="list-style-type: none"> • Ability to form and sustain positive relationships with staff, young people and volunteers in a busy environment • Ability to work well under pressure • Ability to multi-task 	A, I
<p>Motivation</p> <ul style="list-style-type: none"> • Demonstrates enthusiasm and commitment • Really wants to work within a hospitality setting • Committed to the vision of the TFC charity and Saints ambitions 	A, I
<p>Attitudes</p> <ul style="list-style-type: none"> • Committed to Equality of Opportunity • Reliable and hard working • Hospitable • Willing to contribute to team working • Open minded, caring and enthusiastic 	A, I

Desirable Criteria

Assessed
By:

<p>Qualifications in skills relating to working with young people – Safeguarding, health and safety, equal opportunities etc</p>	A, D, I
<p>Relevant Experience</p> <ul style="list-style-type: none"> • Work with challenging young people and experience of managing difficult behaviours • Recent involvement in working with the community 	A, I
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of issues facing young people and volunteers locally 	A, I

This post is subject to an enhanced level of DBS disclosure and a completed a Confidential declaration form.

If you have a disability or long-term illness that otherwise prevents you from meeting any of these criteria, please contact us to discuss whether a reasonable adjustment can be made.

It is a condition of any offer of employment we make to you that you have, or gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted

For more information, including job and person specification, and application form, please see <https://coventry.anglican.org/about/vacancies>

Informal conversations are welcome. Please contact Jet Jones on 07958 957320.

Closing date for applications: Friday 7th October

Interviews will be held on: Tuesday 11th October

Please send completed application forms and equal opportunities forms to:

Email: Jet.Jones@Coventry.Anglican.org