

## **JOB DESCRIPTION**

### **Café Assistant**

<b>Document issue date:</b>	29th May 2024
<b>Location:</b>	Saints, Newdegate Street, Nuneaton CV11 4ED
<b>Salary:</b>	£16,656.64 per annum plus employer NEST pension contributions at 9%.  The post is initially for one-year. The contract will be rolled forward subject to availability of funding.
<b>Hours:</b>	28 hrs per week. Regular café opening hours are 930am-330pm Tuesday to Saturday, 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, long-term illness or are neurodiverse 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 Lead 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:
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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 Manager and café team.
- 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
- Participate in end of day cleaning
- Serve food and drinks to customers
- Create drinks on the coffee machine
- Cook and re-heat food as directed by the café manager
- Be responsible for covering the kitchen on a Saturday (training will be provided to support this)
- 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 KOSH.

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:

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

### Desirable Criteria

Assessed  
By:

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

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| • Knowledge of issues facing young people and volunteers locally |  |
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This post is subject to enhanced level of DBS disclosure.

The post holder will need to prove that they have the right to work permanently in the United Kingdom.

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

The deadline for applications is midday on **Tuesday 11<sup>th</sup> June 2024**.

Interviews are planned for Saints Nuneaton on **Monday 17<sup>th</sup> June and Tuesday 18<sup>th</sup> June**.

Please send completed application forms and equal opportunities forms to  
[Debbie.Niblett@Coventry.Anglican.org](mailto:Debbie.Niblett@Coventry.Anglican.org).