

## JOB DESCRIPTION

**POSITION TITLE:** Coffee Shop Assistant  
**LOCATION:** The GateWay, Addlewell Lane, Yeovil, BA20 1QN  
**REPORTING TO:** Coffee Shop Manager

### JOB PURPOSE

To be part of the team who serve food and drink to customers of the GateWay coffee shop.

This role is a hybrid role which requires some food preparation, hot drink preparation and customer facing service provision.

This role requires a minimum of 18 hours and availability from 11am to 3pm Wednesday to Friday, and from 9am to 3pm on Saturdays. In addition, Sunday shifts will be offered and discussed at interview. As you will be part of a team, there will be occasions where we may ask for availability at other times to cover holiday/sickness and/or events.

We are committed to paying real living wage. Immediate start date is available.

### KEY ACCOUNTABILITIES

#### Responsibilities

##### Principal Role

- The preparation and serving of food and drink to customers of the coffee shop in a timely, pleasant and efficient manner
- Helping to ensure that the operation of the coffee shop is in line with the purpose and vision.
- Helping to maintain high standards for food presentation and quality
- Always maintaining personal cleanliness and a smart appearance
- Helping to ensure that the coffee shop is maintained in a clean and tidy manner
- Ensuring compliance with Health & Safety, COSHH and food hygiene regulations. Training will be provided if not already held.

##### Additional Roles

- Participation in YCC staff training, where required
- Being attentive to the needs of individuals using the GateWay coffee shop, offering support or referral where appropriate.
- To help provide information about the ministries and other services provided by YCC.

### PERSON SPECIFICATION

#### Experience

- Experience in food preparation, preferably in a catering environment.

#### Personal Qualities

- A commitment to the ethos of YCC, as expressed in our Mission, Values and Vision (365)
- To be highly motivated and keen to serve the public
- To be willing to work as part of a team and share responsibilities as appropriate.