



## **Job Description**

Job Title: Community Hub Café Assistant  
Reports To: Senior Community Café Worker  
Hours: 16 hrs per week  
Salary: £12.00 per hour  
Contract: part-time and fixed term

## **About Letham4All**

Letham4All is a Scottish Charitable Incorporated Organisation which aims to support the advancement of community development through maintaining and managing the Letham Community Wellbeing Hub and providing recreational facilities, physical and social activities with the aim of improving the conditions of life of the community

## **Experience:**

We will be offering the post to a person who is able to demonstrate they have a willingness to work with local people and volunteers and supporting a voluntary organisation. They will have experience of working in a small team and be able to take their own initiative when required. They will have good knowledge of the community of North Perth City and of the issues that affect the people living there. They will have good IT and social media skills and experience and knowledge of working in a café setting, and ideally will hold Food Preparation and Food Hygiene Certificates.

## **Essential Job Functions:**

- Work with other Letham4All staff and local volunteers to maintain the Letham Community Hub Café
- Ensure high levels of safety and hygiene are maintained throughout the Community Hub Café and maintain good customer relations.
- Report any issues that could affect the smooth running of the Coffee shop to the line manager.
- Prepare and serve good quality food and beverages in line with Food Hygiene; Health and Safety Standards.
- General kitchen, Barista and table duties including washing up, setting up, and clearing away equipment and tables.
- Delivery of exceptional customer care to external and internal customers, interacting with Hub visitors
- Work with and support Community Hub Volunteers in the Café

- Support with the organisation of community and profile-raising events

**Skills:**

- Previous experience of providing customer service in a fast paced environment, ideally within the catering sector. Barista training is preferred but not essential.
- Experience of cash handling and the ability to operate a PC based till would be preferred, however training will be provided.
- Excellent communication skills, both verbal and written.
- Adaptable and organised in a fast-paced environment with the ability to work alone and as part of a team.
- Ability to stay up to date with Health & Safety, Environmental Health & Food regulations.

**Working Demands:**

A flexible approach with a willingness to work in the evening and at weekends is essential. Hours will be variable depending on the demands of the business. Attendance at training will be mandatory.

**Package:**

- £12.00 per hour
- 16 hours per week , 20 days holiday plus 6 days public holiday, pro-rata
- 1 month notice period