**Job Advert. – *To be completed for every vacancy***

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| **Job Ref. No: *to be completed by HR*** | **1047MOR** | | | | | | | | |
| **Indeed/Social Media Initial Wording** | * **Café Assistant required for busy café and college learning environment.** * **No Split shifts & Christmas shut down.**   Due to continued growth and a busy summer ahead, we are looking for a Café Assistant to join our team in The Dovecote Café. Working closely with our Café Manager you will take an important role within the team.  The Dovecote has become a popular stop for locals and Dorset explorers, and as part of The Walled Garden and Employ My Ability, we are a unique space that welcomes customers 7 days a week, while also allowing EMA students to complete their studies and gain valuable experience.  Café work can be busy, but we have no split shifts, no evening work, and we’re closed over Christmas and New Year. We believe the beautiful location, and friendly team offers job satisfaction you don’t often find in a café environment, so if this sounds appealing to you, please do get in touch!  We look forward to hearing from you. | | | | | | | | |
| **Job Role:** | Café Assistant | | | | | | | | |
| **Department:** | Catering | | | | | | | | |
| **Location:** | The Dovecote Cafe, The Walled Garden Moreton | | | | | | | | |
| **Reports to:** | Café Manager | | | | | | | | |
| **Remuneration & Rewards Package,** *include sleep-in rates, bonuses, etc.* | * **£12.21/hr** * 32 days annual holiday (inclusive of Bank Holidays) – pro-rata for part-time staff | | | | | | | | |
| **Working Days/Hours:** | **40 hours full time – could be part time job share of hours** | | | | | | | | |
| **Type of Contract:** | Full Time | ✔ | | Part Time | | ✔ | | Zero Hours |  |
| Salaried |  | | Hourly Paid | | ✔ | | TTO-Term Time Only |  |
| **Notice Period:** *after probation period* | **6 Weeks** | | | | | | | | |
| **Equipment Required** | Mobile Phone | | Laptop | | Fob(s)specify where for below | | Otherspecify details below | | |
| **Tick here if required** |  | |  | |  | |  | | |

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| **Main purpose of job role:** | To assist front of house and in the kitchen produce meals and services within the required deadlines and to the company’s set standards and customers’ satisfaction. To support Employ My Ability SEND students with their learning aims. |
| **Key tasks:** | When working Front of house:  Working with the café manager and supervisor to ensure the smooth day to day running of the café.   * Operating the till * Serving customers in a timely, pleasant and courteous manner * Undertaking the preparation of the food and beverages served in the café * Working with Employ My Ability students and service users * Clearing & Pot washing * Ensuring that the café environment is pleasant and welcoming * Ensuring the café is clean and tidy at all times * Lead shift when able and as required.   When working in the kitchen:  Ensure the smooth operation of the Kitchen and in particular, the preparation of cold food, i.e. Sandwiches   * Cold side preparation for service * Carrying out cold side preparation, i.e. sandwiches, wraps, bagels, jacket potatoes, etc. * Washing up as required * Keeping fridge and counter tops clean at all times * Deep cleaning as required * Removing rubbish * Putting deliveries away * Labelling stock and stock rotation * Temperature recording * Adhering to and maintaining Health & Safety requirements |
| **Other duties/responsibilities:** | * To carry out such other duties as may be required by the Education Department and Employ My Ability Partners. |
| **Safeguarding:** | Employ My Ability is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.  Applicants will be required to undergo child protections/adult safeguarding screening appropriate to the post, including checks with past employers, and an enhanced DBS check.  It is a criminal offence for those who are barred from working in a regulated activity to apply for this role. |
| **Equality & Diversity:** | Employ My Ability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.  Employ My Ability is a Disability Confident  employer. |
| This role is exempt from the Rehabilitation of Offenders Act (ROA) 1974.  All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act. | |
| **Closing Date:** | **10/04/2025** |
| **Interview Date(s):** | **Shortlisted candidates will be contacted and interview arranged as quickly as possible** |