

PERSON SPECIFICATION

POST: CAFÉ ASSISTANT

Please ensure that you show **how** you meet the following requirements when completing your application form.

ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
Essential Qualifications - Level 2 Food Hygiene Certificate (or willingness to obtain). - Basic literacy and numeracy skills sufficient to manage cash handling and keeping daily compliance records up to date - Knowledge of HACCP principles and food safety regulations. - Basic IT skills to include updating compliance documents via a tablet and use of e mails for communication	App Form/Interview App Form/Interview App Form/Interview App Form/Interview
Essential Experience - Experience working in a café, catering, hospitality, or food service environment. - Experience preparing and serving hot and cold food to a high standard. - Experience managing stock control and reducing waste. - Experience handling cash - Experience implementing and monitoring food hygiene and health and safety procedures. - Experience delivering high levels of customer service.	App Form/Interview App Form/Interview App Form/Interview App Form/Interview App Form/Interview App Form/Interview
Essential Knowledge - Understanding of food hygiene legislation and best practice. - Knowledge of HACCP, COSHH, manual handling, and health and safety requirements. - Understanding of stock rotation, temperature control, and food storage procedures. - Knowledge of safe working practices within a catering environment. - Understanding of customer care and service standards.	App Form/Interview App Form/Interview App Form Interview App Form/Interview App Form/Interview
Essential Skills and Abilities - Excellent cooking and food preparation skills. - Ability to support staff, volunteers, and trainees in a team environment - Excellent communication and interpersonal skills. - Good organisational and time-management skills. - Ability to prioritise workloads and meet deadlines. - Ability to monitor and maintain accurate records and documentation.	App Form/Interview App Form/Interview App Form/Interview App Form/Interview App Form/Interview App Form/Interview
Personal Qualities - Passionate about food quality and customer service. - Positive, enthusiastic, and motivated.	App Form/Interview App Form/Interview

• Reliable, responsible, and professional. • Flexible and adaptable to changing operational needs.	App Form/Interview App Form/Interview
Desirable Experience • Experience working with volunteers, work placements, or vulnerable adults. • Experience using online compliance • Experience working within the charity or community sector	App Form/Interview App Form/Interview App Form/Interview
Other Requirements • Ability to work flexibly to meet the needs of the service, including occasional Saturdays for deep cleaning schedules. • Commitment to ongoing training and professional development. • Ability to undertake all duties in accordance with organisational policies and procedures.	App Form/Interview App Form/Interview App Form/Interview

Ref: PersSpec: Café Assistant – June 2026