Café Assistant

Permanent, part time, term time only

We are seeking a committed and enthusiastic individual to serve in the College's coffee bar and shop, Café 6.

Our aim is to provide high standards of food, combined with excellent value for money and a friendly and welcoming environment.

Café 6 is open from 8.30 am to 4.00 pm weekdays and caters for 1000+ students and staff.

Our facilities comprise of a modern coffee bar, where pasta and jacket potatoes are cooked to order, along with a shop selling a range of snacks and hot and cold food "to go".

As Café Assistant you will have the opportunity to be involved in all aspects of our cafeteria and catering service – including preparing and serving drinks and snacks in the café bar, serving on the till in the shop, and helping in the kitchen. You will also assist in keeping all areas clean, tidy and well-stocked.

Previous relevant experience in a café or retail environment is desirable, but not essential as training will be given. More important to us is a willingness to learn and a keenness to provide excellent customer service, along with a flexible approach. This is a busy environment, and you must be able to respond well to the peaks in workload. You will also need to be able to relate well to students and staff.

For further information please see page 2 of this document which details salary and hours and separate documents Job Description and Person Specification

Additional Information

Grade & Salary Range

The successful candidate will be appointed to point **3** of the College's Support Staff salary structure, currently **£15.01 per hour** (including pro-rata holiday entitlement).

Main Terms & Conditions

Employment is on a **permanent, term time only** basis, working September – May at **18.75 hours per week**, over **4 days**. Salary will be paid equally over 12 months.

Salary payments are made monthly by credit transfer on the last business banking day of the month.

You will be eligible to join the Local Government Pension Scheme.

The information above is provided as an overview, for information only. Full details of actual terms and conditions will be supplied with the letter of appointment.

Safeguarding

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To meet our safeguarding obligations:

- Applicants are required to submit a completed Declaration Form with their application
- Referees are asked if they are aware of any child protection allegations or issues
- All appointments are subject to verification of qualifications, medical clearance, satisfactory DBS Disclosure (Enhanced) and satisfactory written references.
- Applicants who have worked abroad or lived abroad may also be required to provide a Certificate of Good Conduct for the Country they have resided in.

Application Procedure

Please download an application pack from https://s6f.org.uk/staff-vacancies/ and return completed forms to recruitment@s6f.org.uk

If you would prefer a paper application pack, please contact the HR team at recruitment@s6f.org.uk or call on 01723 380748.

Please ensure you use the Supporting Information Section of the Application Form to explain how your skills, experience and attributes make you suitable for the post. *Please do not include a C.V.*

Closing Date for applications: 9am, Monday 23rd November 2026

Interviews are provisionally arranged for week commencing 30th November 2026 *(subject to change)*

For all recruitment enquiries, please contact HR on 01723 380748