Job Description
Café Assistant

Responsible to: **Catering Manager**

Job purpose: To assist in providing a high quality cafeteria, catering and retail service.

Professional Responsibilities:

a) Prepare and serve food and drinks, including:

- Prepare hot and cold beverages and snacks and carry out other basic food preparation
- Serve customers at café bar, shop or other service points
- Deal with customers in a friendly and professional manner
- Operate cash register and other payment systems
- Assist with preparation and serving of refreshments for hospitality or special events

b) Assist in maintaining a high quality environment in the café area, including:

- Prepare kitchen, shop, café bar and seating areas for service and for close-down at end of day
- Maintain appropriate levels of stock
- Maintain high levels of hygiene and safety in food preparation and service areas
- Throughout the day, ensure seating areas and bins are kept clean and tidy
- Encourage positive student behaviour and taken appropriate action to deal with any unacceptable student behaviour
- Wash crockery and food preparation items and carry out cleaning of kitchen/store areas.

c) Assist Catering Manager with other duties, including dealing with deliveries, orders and stock control and cashing up of tills.

Quality:

- Participate in professional development reviews and staff development activities.
- Contribute to college and departmental self-assessment / planning.

Responsibilities of all staff:

- Promote high expectations of students in and outside the classroom; and promote and safeguard their welfare
- Carry out administrative duties relevant to the post, including maintaining records and providing information/data
- Work within college guidelines and promote college values
- Give due consideration to Health & Safety and Equality & Diversity issues within all activities
- Maintain confidentiality regarding sensitive or personal information
- Carry out other duties as reasonably required by the Principal.

This job description is provided to assist the post-holder in knowing what their main duties are. From time to time these duties may be changed as the requirements of the job change.

Reviewed Nov 2026 LL