



HOSPICE
OF THE GOOD SHEPHERD
Celebrating 35 Years of Care

Welcome to the Hospice of the Good Shepherd

Bank Café Assistant

Facilities Manager

Head of Catering Services



Bank Café Assistant

Your Opportunity

You will contribute and commit to promoting a positive team-based attitude, striving for the highest standards of care and achieving excellence, through continued development and compassion. You will work in the café and café kitchen alongside a team of volunteers to offer hot and cold food and beverages to those visiting the Hospice café.

The list below is to outline the main duties involved; however, this is subject to change and will vary within the given role.

We ask all employees to be flexible in their role, to always ensure we are delivering care of the highest standard.



Our Strategic Priorities



Our Values



Responsibilities

- To ensure that Hospice Statutory Regulations regarding hygiene and safety are complied with in all tasks undertaken.
- To ensure that Hospice standards of cleanliness is achieved and maintained within café and café kitchen.
- To organise volunteers and support them within the volunteer café role.
- To ensure all food served meets the Hospice standards for presentation.
- To serve freshly prepared food and drinks to those visiting the café.
- To use electrical appliances in accordance with the job requirement.
- To ensure both café and café kitchen are kept clean and tidy during service hours.
- To be fully aware of the C.O.S.H.H. Regulations and the handling and using of all chemicals and materials required to carry out your duties.
- To maintain the Hospice high standard of hygiene and cleanliness of all cutlery, crockery, glassware, kitchen and café utensils.
- To maintain café stock and ensure rotation is adhered too.
- To support the Head of Catering with stock ordering.
- To assist, as requested, in other kitchen duties.
- To attend meetings and training courses as may be necessary.
- To attend any reasonable requests by the Management.

Person Specification

Factors	Essential	Desirable
Qualifications	Level 2 Food Hygiene.	Trained in C.O.S.H.H and Basic Food Hygiene. Level 3 Food Hygiene.
Skills and Abilities	Must be able to work both independently and as part of a team. Good communication skills, adaptability and ability to learn quickly. Food preparation and presentation skills. Able to lead a small team of volunteers. Excellent organisational skills.	
Knowledge and Experience	Previous experience of working in catering or café roles. Previous experience of working in a customer service role.	
Values and Behaviours	Friendly and positive approach	
Other Requirements		