



## CAFE ASSISTANT (BOLD AND BRAVE CAFÉ) *Job Description*

<b>Service:</b>	<i>Business and Innovation</i>
<b>Job Title:</b>	<i>Café Assistant</i>
<b>Reports To:</b>	<i>Café Supervisor</i>
<b>Location:</b>	<i>Bold &amp; Brave Café (Taunton or Bridgwater)</i>
<b>Main Purpose of Post:</b>	
<p>To support with the day to day running of Bold and Brave Café; a youth retail enterprise, by:</p> <ul style="list-style-type: none"> <li>• Overseeing all aspects of Café operation; providing customer service, product selection, stock control, making drinks and preparing food.</li> <li>• Have the responsibility as a cash handler as part of opening and closing checks to cash up the till at the end of each shift.</li> <li>• Ensure high standards are kept in terms of food hygiene, health and safety and overall café cleanliness.</li> <li>• Establishing strong relationships with young people, education and employment providers local businesses and other key stakeholders to support the day to day running of the café and access opportunities for young people as producers or on work experience placement;</li> <li>• Supporting young people on work experience placements; providing mentoring, job coaching and life skills training to support them to achieve positive outcomes.</li> <li>• Take a responsibility for the Health and Safety aspect of the running of the Café to ensure the safety of customers, staff, and service users.</li> </ul>	
<b>Main Responsibilities and Duties:</b>	
<b>Hospitality Operation</b> <ul style="list-style-type: none"> <li>• Overseeing the day to day running of Bold and Brave Café, including opening and closing, ensuring the premises and Café are clean.</li> <li>• Provide support to Junior Enterprise Assistants, volunteers and apprentices at the Café.</li> <li>• Providing customer service food preparation, managing the till including making sales and dealing any complaints at the Café and cash handling.</li> <li>• Responsible for ensuring all staff &amp; volunteers comply with food hygiene standard including, record keeping, risk assessments, sickness reporting, food storage procedures, daily cleaning procedures, etc.</li> <li>• Working with the Café Supervisor to manage stock control levels; liaising with local suppliers to ensure the café is adequately and appropriately stocked and waste is minimised.</li> <li>• Ensuring standards for quality, customer service, food hygiene and health and safety are up to standard and report any concerns to the Café Supervisor or Responsible Adult</li> </ul>	

<p><b>Relationships</b></p> <ul style="list-style-type: none"> <li>• Building collaborative relationships with a wide range of local stakeholders.</li> <li>• Build relationships with library staff and other relevant stakeholders</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Undertaken essential training for the role.</li> <li>• Attend regular training and development opportunities.</li> <li>• Contribute to best practice within the service.</li> <li>• Reporting of safeguarding concerns, following organisational processes.</li> </ul>
<p><b>Facts and Figures:</b></p> <p><b>Young Somerset (YS)</b> was established in 1997 (as Somerset Rural Youth Project) with a mission to work with young people, encouraging them to take responsibility, supporting them to overcome disadvantage, and to become actively involved in shaping the communities in which they live.</p> <p><b>Our vision</b> is a Somerset where young people feel a sense of belonging, a desire to contribute to their communities and have a future that is not limited by poor access to opportunities and services. This is delivered through three strands of work: Targeted Youth Work, Alternative Education Provision and Enterprise; and Mental Health Support.</p> <p>During the past year, Young Somerset's LICBT services (Community Wellbeing and Educational Mental Health Support) received more than 1800 requests for support, predominantly from young people aged 11-17. Our Jigsaw Project, which supports young people who have had a recent hospital admission for their mental health difficulties or low emotional wellbeing, delivers in the region of 600 contacts a year and is aimed at reducing readmission to hospital using a youth-work strengths-focused approach. Our Targeted Youth Service provides targeted youth work activities and interventions to approximately 500 young people a year, a percentage of which are referrals from Special Schools, Pupil Referral Units, the Police or social services.</p> <p>Young Somerset deals with in excess of 200 safeguarding concerns a year, which is growing as the organisation expands and diversifies.</p> <p>Young Somerset employs 100+ members of staff and several volunteers; over half of which work in direct support of high need young people and/or those with mild to moderate mental health needs.</p> <p>The postholder will be expected to operate largely under own initiative, but supported by colleagues in the Business and Innovation Service, who provide central support services to the wider organisation and are based at both Bold and Brave and the café on a rota basis. It is expected that the Café will be used by a wide range of partner organisation and other staff in Young Somerset to run activities for young people.</p> <p>The postholder will be based at the Café in Taunton Library by may also be required to work from Bold and Brave. They may also be required to travel to other Young Somerset premises to attend meetings or training approximately 5-10 times a year. They may also be required to provide support at other Young Somerset enterprise venues, and to support other organisational events as appropriate.</p>
<p><b>Additional Information</b></p> <p>The postholder must be able to demonstrate commitment and enthusiasm towards Young Somerset's four core values: Putting Young People First, Inspiring, Collaborating, Going Further.</p>

An Enhanced DBS clearance is required as post holder will be working in close proximity to children. This post is exempt from the Rehabilitation of Offenders Acts.

The post holder will be required to maintain a suitable, confidential space to work from home.

The salary for this post will be paid at the living wage

The postholder will be contracted to work full time Tuesday to Saturday (*hours to be confirmed, depending on venues opening times*)

### Qualifications

#### Essential

- 5 grade C GCSEs or above (or equivalent), including English and Maths

#### Desirable

- Level 3 Retail
- Level 3 Food Hygiene
- Level 2 Health and Safety
- Level 2 First Aid
- Relevant subject specific qualifications such as customer service or hospitality certificates.

### Experience

#### Essential

- Working in the hospitality sector
- Work both as part of a team and self-directed
- Supporting and / or mentoring young people
- Use of business ICT and systems
- Engaging with a wide range of agencies and stakeholders

#### Desirable

- Working with young people with mild to moderate mental health issues, social anxiety or isolation
- Hospitality supervision or management, including stock control, customer service, product display and promotions.
- Marketing products or events

### Required Competencies

Please read this section alongside the Young Somerset Competency Framework. This role requires the competencies at the following levels:

1. Leading and Deciding	
1.1 Deciding and initiating action	Essential
1.2 Leading and supervising staff	Essential
2. Supporting and Co-operating	
2.1 Working with people	Essential

2.2 Adhering to principles and values	Essential	
3. Interacting and Presenting		
3.1 Relating and networking	Essential	
3.2 Persuading and influencing	Desirable	
3.3 Presenting and communicating	Desirable	
4. Analysing and Interpreting		
4.1 Writing and reporting	Desirable	
4.2 Applying expertise and technology	Desirable	
4.3 Analysing Components	Desirable	
5. Creating and Conceptualising		
5.1 Learning and researching	Essential	
5.2 Creating and innovating	Desirable	
5.3 Formulating strategies and concepts	Less relevant	
6. Organising and Executing		
6.1 Planning and organising	Essential	
6.2 Developing results and meeting customer expectations	Essential	
6.3 Following instructions and procedures	Essential	
7. Adapting and Coping		
7.1 Adapting and responding to change	Essential	
7.2 Coping with pressures and setbacks	Essential	
8. Enterprising and Performing		
8.1 Achieving personal work goals and objectives	Essential	
8.2 Entrepreneurial and commercial thinking	Desirable	