

## Café Assistant

Dunfermline East Church has a vision to reach out to our community with the love of Christ and make disciples. Our building provides us the opportunity to offer spaces and activities for the community, introducing them to Christ through the welcome and care given. Our cafe, which opened in 2013, plays a key role in this vision - providing a distinctive and visible Christian presence and exercising a Christian ministry of welcome and hospitality.

We are now looking to employ a café assistant to be part of this outreach in our community. It will be for 9.75 hours per week during the school term:

Tuesday, Wednesday, Thursday from 12.00pm to 3.15pm

Church of Scotland living wage £13.45 per hour

### Responsibilities –

Taking an active role in realising the congregations vision for the café as described above.

Working under the direction of café management:

- Serving customers and administering payments
- Delivering food to the tables
- Clearing and cleaning tables
- Washing dishes
- Stocking the drinks fridge and snack baskets
- Assisting with restocking the cupboards with correct stock rotation
- Assisting with weekly kitchen cleaning as required to include cleaning the fridges and kitchen floor.
- Maintaining excellent hand hygiene at all times
- Being responsible for managing the café for short periods of time during quiet periods to allow the manager to carry out duties away from the café.
- Covering, when necessary, the preparing of food orders in accordance with agreed procedures
- Supporting the volunteers in their various roles

Any other reasonable duties as required.

### Skills & Experience -

- Experience of creating a welcoming environment
- The ability to interact with a wide variety of people
- Able to work effectively as part of a team
- Experience in food hygiene

### Conditions of employment

Level 1 Basic Food Hygiene qualification is essential – to be completed before commencement.

There will be a probationary period of 3 months.

The café will be closed during Fife school holidays only and it will be expected that the employees will only take holidays when the café is closed unless they can arrange cover between themselves.

The rate of pay will be £13.45 per hour.

A letter of application or CV should be sent to [office@dunfermlineeastchurch.org.uk](mailto:office@dunfermlineeastchurch.org.uk)

The closing date for applications is midday on the 27<sup>th</sup> February with interviews on 6<sup>th</sup> March.