



Job Description and Person Specification

Job title	Coffee Hub Server
Location	Aylsham Sports Hub (part of Aylsham Learning Federation)
GR Number	GR 0330
Grade	Scale B (Point 2) £9.60 (pay award pending)
Hours	Various shifts available, minimum 8 hour contract (seasonal as and when the Coffee Hub is open - TBC)
Responsible to	Responsible to the Coffee Hub Co-Ordinators

Role and Context

Job Purpose

Work as part of Aylsham Sports Hub (ASH), alongside the Coffee Hub Co-Ordinators, to deliver the smooth running of The Coffee Hub.

Context

Aylsham Sports Hub provides various sports facilities for community use at times where the facilities are not being used by Aylsham High School. The Coffee Hub will be open to provide a range of hot and cold drinks and snacks to those participating, or spectating, in the activities on offer.

Other Job Information (e.g. any special factors or constraints)

Shifts available cover 5:15pm – 9:15pm Monday to Friday and 8.15am – 5pm Sunday

Principal Accountabilities

Accountability

- Set up the Coffee Hub ready to open including, but not limited to, setting out tables & sauces and preparing the coffee machine and cooking equipment
- Prepare and serve a variety of hot & cold drinks
- Prepare and serve a variety of simple food items conforming to food hygiene requirements
- Take card payments
- Ensure that the Coffee Hub is clean and organised at all times by adopting and maintaining a 'clean as you go' approach towards food preparation and cooking
- Close down the Coffee Hub by cleaning, disposing of all rubbish and locking up

Health and Safety

As a member of staff you are responsible for the safety and welfare of all users and you must therefore have knowledge of the hub's health and safety policy and relevant instructions for your area of work. Any matter which you consider requires attention in this respect is your responsibility to follow correct procedures and notify the hub manager as required. Copies of the current health and safety policy and safety procedures are available in reception and within the pool safety operating procedure.

Food Safety

- Comply with all relevant food safety and health and safety legislation, ensuring that the best

Coffee Hub Barista



food practices and kitchen hygiene protocols are adhered to

- Maintain a high standard of cleanliness throughout the kitchen area
- Maintain a high level of hygiene, including wearing protective clothing, such as latex gloves, where necessary
- Adhere to relevant food preparation standards and guidelines

Person specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Ability to work on your own 	<ul style="list-style-type: none"> • Good general level of education. • A level 2 award in Food Hygiene safety in catering
Experience	
Essential	Desirable
	<ul style="list-style-type: none"> • Working in a similar environment.
Skills/knowledge	
Essential	Desirable
	<ul style="list-style-type: none"> • Show an understanding of how to check the quality of food following an order • Explain the principles of hygiene and cleanliness SFBB, and how these are maintained



General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management
- Aylsham Sports Hub (part of Aylsham Learning Federation) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold the co-operative values:

Self-help - we help people to help themselves

Self-responsibility - we take responsibility for, and answer to our actions

Democracy - we give our members a say in the way we run our organisation

Equality - we are genuinely inclusive and pursue success for everyone

Equity - we carry out our work in a way that is fair and unbiased

Solidarity - we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:

Openness - nobody's perfect, and we won't hide it when we're not

Honesty - we are honest about what we do and the way we do it

Social responsibility - we encourage people to take responsibility for their own community, and work together to improve it

Caring for others - we are a nurturing community that takes care of each other and we regularly support charities and local community groups