

# Job description

Job title	
Immediate team	ELP
Service team	Arts
Line manager's job title	Cafe Manager
Number of direct reports	0
Salary and grade	
Duration of role	Casual
Hours per week	Daytime, weekend and evening shifts
Location	Cornerstone, Didcot
Employing council	SODC
Probationary period	
Notice period	1 months
Annualised hours apply	
DBS check required	Yes
Date job description updated	

## About the role and what we're looking for

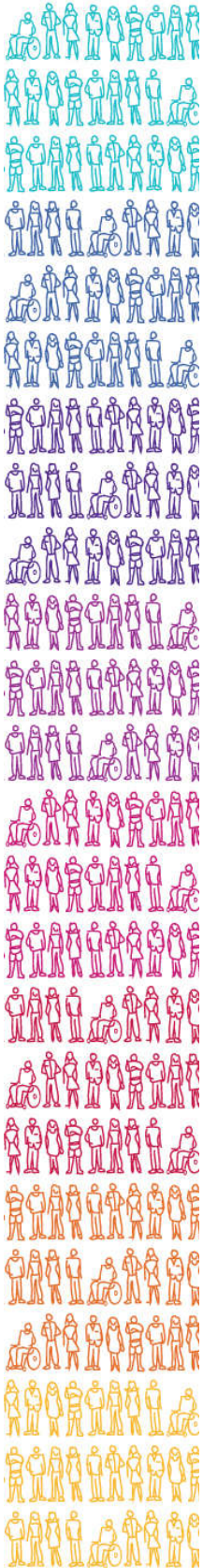
Nourish is Cornerstone's coffee lounge and licensed bar. In the day time we are a busy coffee lounge, serving amazing cake and light, healthy lunches and snacks and in the evening we serve fabulous wine, local beer and run a really busy bar for performances in the main auditorium.

With a genuine emphasis on quality, local, fresh, ethical produce, minimal waste, creative presentation and wherever possible healthy eating, since we opened in September 2017, the café has gone from strength to strength.

This is a great opportunity to work somewhere that's completely unique in Didcot. We are looking for hard working staff with great excellent customer service who will be enthusiastic and knowledgeable about the café products and Cornerstone events. You will work on the front counter and help with in food preparation.

The key responsibilities of the café assistants will be:

- To provide fast, efficient, friendly service for the café bar and event catering.
- To be knowledgeable and enthusiastic about the café bar, its produce and Cornerstone's activities that day.
- To work on the café, additional service points (including in the town square for large events) serving and preparing food and drinks and taking cash and card payments for those items



- To prepare food in the kitchen
- To play an important role in the safe evacuation of the building in case of an emergency.
- To upsell all café produce including retail sales and cornerstone events.
- To ensure that the café bar and all of its products are beautifully presented and that high levels of cleanliness are achieved at all times
- To clean the café continually throughout their shift and follow and complete daily, weekly and shift checklists prepared by the café manager to ensure this.
- To adhere to and enforce the licensing regulations under the direction of the manager and supervisor
- To re-stock the bar efficiently and tidily.
- To follow all security, cash handling and health and safety policies and procedures at all times.
- To report any defects or breakages immediately.

#### Other

- To assist with room set ups, including moving tables.
- To assist with ushering and events as required.
- To undertake any other duties relating to the work of the operations team as required

#### Your essential skills, knowledge and experience

- Good standard of education or equivalent experience
- Strong customer service skills
- Strong interpersonal and communication skills

#### If you have the following experience or qualifications – it's a bonus

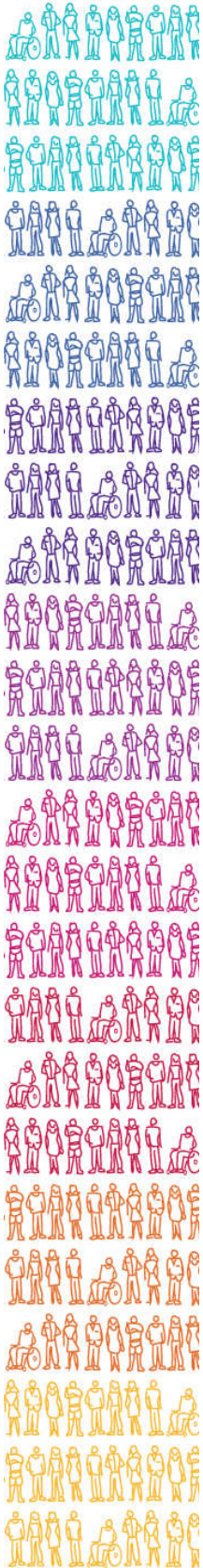
- Level 2 in Food hygiene certificate
- Level 2 in Food safety in catering certificate
- Catering / bar experience or training

#### Your Styles and behaviours

- Enthusiasm and passion for the arts would be great, but don't worry if you don't have this.
- Enthusiasm for working in a café / bar environment

#### About us

Our vision and values are important to the councils and we expect you to support them and embed them in the way we work.



VISION  
AND  
VALUES

#### Our vision

We are seen as being customer-focussed, approachable and business-like. We are honest and open and are renowned for providing high quality cost effective services.

#### Our values

- We act with integrity and show respect
- We are all accountable
- We are passionate about our business
- We strive for simplicity
- We love success

### The benefits we offer

- A generous career average **pension** scheme which includes life insurance of three times your salary
- A **childcare voucher** scheme which parents appreciate
- The opportunity to **purchase a bike** through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!
- Various schemes to **keep you healthy** (reduced gym membership, free swims, contributory medical schemes, wellbeing appointments, free eye tests for DSE users, after work sports clubs and more)
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### How to apply

Having read about our role if you have any questions please contact Michelle Shearer or email [michelle.shearer@southoxon.gov.yuk](mailto:michelle.shearer@southoxon.gov.yuk)  
Or call 01235 515148

We look forward to hearing from you!