**Life Café Assistant**

**Job Responsibilities:**

* Setting up the Café in the morning in an attractive way. Tidying the Café at the end of the day ensuring that everything is put away correctly and switched off.
* Providing a friendly welcome to users of the Café and assisting members in any inquiries they may have about our activities.
* Serving refreshments and cakes to members relaxing in the Café space and those on a break from classes.
* Keeping the Café in a tidy and hygienic manner by adhering to food, hygiene and safety regulations.
* Informing the Centre Manager or Facilitator when stock needs replenishing.
* Cash handling – Taking payment from members, counting the days takings and ensuring the float is correct.

**Desired Attributes or Willingness to Learn:**

* Friendly and reliable.
* Passion for working with the public, particularly the older generation.
* Numeracy Skills/Cash Handling.
* Food Hygiene Certificate – We can assist you with completing this!