

1 Job Title: Café Assistant

2 Location: Lostwithiel Community Centre

3 Job Type: Flexible

4 Salary: £12.71 (for 21 and over in line with national minimum wage)

5 Job Summary

We are seeking a friendly, reliable, and motivated Café Assistant to join our team at the Community Centre Café within Lostwithiel Community Centre. The successful candidate will provide welcoming customer service, prepare food and drinks, and help create a warm, inclusive environment for the wide range of people who use the Centre each day. This role would suite someone who enjoys working with people and feels comfortable working independently in a busy community café environment.

6 Key Responsibilities

- Greet customers warmly and take orders accurately
 - Prepare and serve food and beverages (including coffee, tea, and light meals)
 - Operate the till and handle cash/card payments
 - Maintain cleanliness of the café, including tables, kitchen areas, and equipment
 - Restock supplies and assist with stock management
 - Follow food hygiene and safety regulations
 - Address customer queries and resolve complaints promptly and professionally
 - Cash up at the end of the day
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7 Skills and Experience

Essential:

- Strong communication and interpersonal skills
- Good organisational skills and attention to detail
- Ability to work in a fast-paced environment
- Friendly, positive, and professional attitude
- Basic numeracy skills for handling payments

Desirable:

- Previous experience in a café, restaurant, or customer service role
 - Barista experience or willingness to learn
 - Knowledge of food safety standards
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8 Working Hours

- Flexible shifts, including weekends and holidays
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9 How to Apply

Please submit your details and a short email outlining your suitability for the role to hr@lostwithielcommunitycentre.org
