

Job Description

Café Assistant

Contract: Fixed Term from 1 April 2026 until 31 October 2026

Hours: 12 hours per week (£7,862 pro rata per annum)

Worked as 4-hour shifts, Tuesday to Sunday, and occasional bank holidays, in accordance with the fortnightly Café rota.

Additional zero hours work may also be available to cover sickness and holidays.

Based: College Lake Visitor Centre, Tring, Bucks, England

Job Purpose

To assist in the daily running of our busy Café at our Visitor Centre, providing an exceptional level of customer service.

Reporting Line

The post holder reports to the Café Supervisor

Line Management

This post has no line reports

Key Responsibilities

To assist in the running of our busy Café at our Visitor Centre.

- Ensuring the cafe and visitor seating area is kept clean
- Providing an excellent level of customer service
- Food and drink preparation, including cooking a basic menu and baking
- Assisting with stock rotation and reducing waste
- Cash handling and using a till
- Promoting a positive image of the organisation to all visitors
- Following all policies, procedures and health and safety requirements
- Any other tasks as requested by the Café Supervisor or Visitor Operations Manager

Person Specification

- To be welcoming, approachable and confident in dealing with people
- Ability to use initiative
- Excellent organisational skills
- Ability to work under pressure
- Good team player
- Ability and willingness to demonstrate the BBOWT behaviours of Connect; Grow; Lead by Example; Positivity; and Conscious Inclusion
- Ability to undertake Food Safety certification and Allergy Awareness Training*

*Training will be given to pass these courses within a month of starting. Failure to achieve the standard required in these tests may result in your contract being ended.

Measurements Of Success

- Capable in all cafe tasks
- Compliance with food safety and cafe procedures
- Seen as a valued member of the team