



FAIRFIELD
Support us.
Empower young people.
Charity No. 273924



Fairfield Trust Job Description and Person Specification

Job title: Café Assistant (zero hours contract)	
Work base: Fairfield Animal Centre, Southwick, Trowbridge	Team: Commercial / Zero Hours
Hours of work: Various days including weekend working and Sundays	Salary range: National Minimum Wage

Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#)

For all roles that involve regulated activity, a DBS check will be required before appointment is confirmed.

Job context and purpose

Fairfield Trust is a local independent Charity, the core business areas are: an independent specialist college for young people with learning difficulties and disabilities; residential and care services and a series of commercial ventures; including a pub, an animal park, a café and shop.

The Trust's mission is: **To enable young people to live and work without barriers**

Our 5 agreed values are:

Teamwork: We hold ourselves and each other to account, and are better when we work together

Compassion: We act with trust, honesty and kindness in everything we do

Inclusion: We treat each other fairly and with respect

Innovation: We encourage thoughtful, creative and aspirational ideas

Pride: We encourage each other to be proud of who we are and what we do

We are seeking to appoint efficient Café Assistants (zero hours contracts) who will join the busy staff team at our popular Animal Centre in Southwick, Trowbridge. Working as Café Assistant (zero hours contract), your daily duties may vary but will involve tasks within the catering and retail outlets.

The role requires excellent customer relations skills as well as catering experience. You will also work alongside young people, students and work placements who use the outlets for training opportunities. You will be self-motivated and able to work independently, prioritising your workload.



FAIRFIELD
Support us.
Empower young people.
Charity No. 273924



Main duties

- Operating the till and cash handling
- Food and drink preparation and serving
- Following procedures to ensure food is prepared safely and to specification
- Ensuring work areas stay clean and tidy in line with Food Standards
- Cleaning public areas within the café
- Working in the washing up area
- Answering the phone and dealing with enquiries
- Assisting with stock control measures such as stock rotation and putting deliveries away
- Working with our students and trainees
- Support additional revenue activities such as special events or private bookings
- May be required to work at either site occasionally
- Any other duties which may reasonably be requested

Contacts and relationships

The post holder will:

- Report to the FAC Manager
- Work closely with Deputy Manager and Hospitality Supervisor

What we offer - Employee Benefits

- There is a pension scheme available for eligible staff
- Free entry to Fairfield Animal Centre for 2 adults & 2 children
- 10% discount at The Weavers pub
- Discounted staff lunches in the Student Canteen (College Site)
- Specsavers Eyecare Vouchers
- Training & Development opportunities

Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions.

Equality and Diversity

You are required neither to discriminate against, harass nor victimise colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.



FAIRFIELD
Support us.
Empower young people.
Charity No. 273924



Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information. You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy and promptly reporting all breaches, or potential breaches of security to the Principal.

Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.

Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
Alignment With our values	<p>Commitment to demonstrating the organisations values and behaviours in their work:</p> <p>Teamwork: We hold ourselves and each other to account, and are better when we work together</p> <p>Compassion: We act with trust, honesty and kindness in everything we do</p> <p>Inclusion: We treat each other fairly and with respect</p> <p>Innovation: We encourage thoughtful, creative and aspirational ideas</p> <p>Pride: We encourage each other to be proud of who we are and what we do</p>	



FAIRFIELD
Support us.
Empower young people.
Charity No. 273924



Experience of	<ul style="list-style-type: none"> • Working in a customer facing role within hospitality • Simple food and drink preparation and food assembly experience 	<ul style="list-style-type: none"> • Previous catering experience, including simple food preparation • Food hygiene qualification • Previous key holder experience • A working knowledge of Health and Safety responsibilities in a catering environment • Experience of operation of point of sales terminals and reconciliation • Experience of ordering café supplies/stock checks • Maintaining cleaning and temperature records
Skills	<ul style="list-style-type: none"> • To be highly personable with very good communication skills • To be highly self-motivated with an enthusiastic outlook • To show an understanding of the importance of working within strict Health and Safety guidelines • Ability to work as part of a team and on own initiative 	<ul style="list-style-type: none"> • Working with people with learning disabilities
Personal qualities and motivation	<ul style="list-style-type: none"> • To be honest, trustworthy and reliable. • Highly motivated and able to motivate others • Able to work with a variety of colleagues and clients from different professions and backgrounds 	
Literacy and numeracy.	Literate and numerate with good written and spoken English	
Safeguarding	<ul style="list-style-type: none"> • Displays a commitment to the protection and safeguarding of young people • Takes action and raises concerns • Forms appropriate relationships and maintains professional boundaries at work • Works within organisational policies, procedures and guidance at all times 	<ul style="list-style-type: none"> • Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults



FAIRFIELD
Support us.
Empower young people.
Charity No. 273924



Suitability of shortlisted candidates will be assessed at interview using a combination of values-based recruitment techniques; a formal interview and/or a supervised observation or practical session where applicable.

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.

The closing date for this post is: **09.00am on Friday 17th May 2024**

Interviews will take place on **Thursday 23rd May 2024**

We would welcome applications made via the Trust Application Form, available on our website; <https://fairfieldtrust.org.uk/jobs/>

Please note that we will not accept CVs

We reserve the right to close the advert early if sufficient applications have been received.

***Fairfield Trust is an Equal Opportunities employer
A charity for the advancement of education for young people with learning disabilities***

This job description and person specification updated April 2024