



Opportunity to join Yellow Submarine!

Job title: Job Coach

Salary: £10.40 p/hr (Starting rate)

Contract Type: Part-time or Full time

Working Hours: The role requires a flexible working schedule, including weekend working.

Location: Oxford Café mainly with some shifts in Witney Café

Overview

Yellow Submarine is an award winning charity, supporting people with additional needs and their families. We run two social enterprise cafes, within which we support and train members and prepare them for employment and independence moving into adulthood. Search '[Yellow Submarine Cafes](#)' to learn more.

We have an opportunity for a new team member to join us as a job coach; working within our social enterprise cafes, helping with both the day-to-day running of the cafés, and supporting our trainees on the café traineeship programme.

If you want the opportunity to join a small, supportive and friendly team, where you'll get to see the impact of the charity's work first-hand, this is the job for you.

Job Description

We are looking for someone to join the existing team to help run all day-to-day operations of our busy cafés, whilst also providing support with on-site supervision to our trainees. This role will involve customer service, food and drink preparation, general café tasks, and additionally supporting and mentoring our trainees with additional needs, within the café. The successful applicant is proactive, can work flexibly and efficiently, as well as having a calm and compassionate nature. A sense of fun is a must!

Key Duties

- We pride ourselves on serving 'Life Changing Coffee' – it will be your job to make this! (barista training can be provided for those with little to no experience in coffee)
- Food preparation
- Opening and closing the café
- Cash handling
- Customer service
- Maintaining Health + Safety standards, including completing necessary records
- Delivering training activities one-to-one to our trainees during their café shifts
- Monitoring, guiding and supporting our trainees to achieve independence at multiple areas of café work
- Communication with the whole enterprise team in order to ensure continuity



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- To carry out any other duties within the general scope of the post, as directed by your line manager/the Co-Directors
- Every Yellow Submarine employee is required to uphold equal opportunities and anti-oppressive practice; whilst upholding safeguarding policies and procedures as set out by the organisation.

This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with organisational priorities and duties may change or new duties be introduced after consultation with the post holder.

Benefits

Staff centred training - with regular supervision and appraisal

Shape strategy – be a part of whole charity team meetings

Social events - activities organised by staff, for staff

Career progression – opportunities for staff to work towards their own professional goals

Job satisfaction – be a part of something amazing, help to change people's lives

Café 'perks' – food and drink provided for free during shifts, 25% staff discount when visiting and a paid lunch break!

Requirements:

	Essential	Desirable
Experience	<ul style="list-style-type: none"> - Working as part of a team - Customer service 	<ul style="list-style-type: none"> - Experience in a similar setting: café, restaurant, FOH or kitchen - Training/coaching experience - Working with adults or children with learning disabilities/ Autism
Skills	<ul style="list-style-type: none"> - Able to read, write and speak English fluently - Demonstrate effective verbal communication skills - Attentive and friendly customer service - Patient and able to clearly demonstrate tasks repeatedly 	<ul style="list-style-type: none"> - Barista trained/experienced at making coffee - Produce food at a professional level - Knowledge of food safety - First Aid trained
Personal Attributes	<ul style="list-style-type: none"> - Be able to 'get on' with people from all walks of life and a 'can do' attitude - Be able to work under pressure and multi-task - Be able to work as part of a team 	<ul style="list-style-type: none"> - Have a proven reliability, excellent time keeping and attendance record



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	<ul style="list-style-type: none">- Have an eye for detail- Hard-working, conscientious and committed- Be able to handle situations with tact, sensitivity and compassion- Be confidential- A willingness to undertake training where necessary	
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Application process

We welcome applications from all people regardless of race, gender, disability, religion, belief, sexual orientation or age and we are committed to providing under-represented groups with the help and support they need to apply.

To apply, you must complete an application form (available on the '[Join our Team](#)' page of our website <https://www.yellowsubmarineshop.org/jobs>). Successful applicants will require a DBS check.

Application deadline: 31st August 2022

Start date: ASAP

Initial interviews will be scheduled upon receipt of completed application forms;

If you have any questions, please contact Charlotte Renard - charlotte@yellowsubmarine.org.uk