



# Cafe Assistant | Barista

## Oxford, Social Enterprise cafe

**Job title:** Job Coach (Cafe assistant, Barista)

**Location:** Yellow Submarine Cafe, Oxford, OX1 1HH

**Hours:** Flexible, Monday - Friday, Part time (24-32 hours per week)

**Salary:** From £11.15 - £11.40 per hour

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 adults with learning disabilities and Autism, to prepare them for employment and independence moving into adulthood. Search '[Yellow Submarine Cafes](#)' to learn more.

We have the opportunity for an energetic, cafe assistant/barista to join us in our social enterprise café in Witney. Helping with the day-to-day running of the café, working within the staff team and supporting the trainees enrolled 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 café, 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!

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.

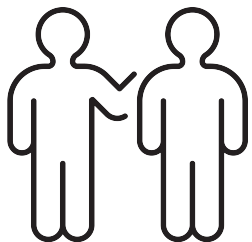


Key Duties	
<b>STANDARDS</b>	We pride ourselves on serving 'Life Changing Coffee' – it will be your job to make this! (barista training can be provided for those with little to no experience in coffee)  Food preparation  Cash Handling  Customer service  Opening + Closing the cafe
<b>HEALTH + SAFETY</b>	Maintaining Health + Safety standards, including completing necessary records  Complete food hygiene level 2 training
<b>TRAINING</b>	Deliver training activities one-to-one to our trainees during their cafe shifts  Monitor, guide and support our trainees to achieve independence at multiple areas of cafe work

To carry out any other duties with the general scope of the post, as directed by your line manager or the charity's 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.

# Benefits



## Staff Centred Training

Regular supervision and appraisal

## Social Events

Activities organised by staff, for staff

## Career Progression

Opportunities for staff to work towards their own personal goals



## Shape Strategy

Be a part of organisational team meetings across the whole charity

## Job Satisfaction

Be a part of something amazing, help to change people's lives



## Work-Life Balance

Sociable working hours, closed on all bank holidays and during the Christmas period

## Cafe 'perks'

Food and drink provided during shifts, paid lunch break, and 25% discount across sites when visiting



*"Never have I experienced such genuine care and love from a group of people. You're all such incredible individuals with the biggest hearts and I feel so lucky to have worked with you all. The work that you all do, not even just for the trainees but for each other too, is truly life changing."*

*Dani - Cafe Supervisor*

# Requirements



	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	<p>Working as part of a team</p> <p>Customer service</p>	<p>Experience in a similar setting: cafe, restaurant shop or kitchen</p> <p>Training, mentoring or coaching</p> <p>Working with adults or children with a Learning Disability and/or Autism</p>
<b>SKILLS</b>	<p>Able to read, write and speak English fluently</p> <p>Demonstrate effective verbal communication skills</p> <p>Attentive and friendly customer service</p> <p>Patient and able to clearly demonstrate tasks repeatedly</p>	<p>Barista trained</p> <p>Level 2 food hygiene, or similar</p> <p>First Aid Certificate</p>
<b>PERSONAL ATTRIBUTES</b>	<p>Be able to get on with people from all walks of life, and work as part of a team</p> <p>Organised, efficient, hard-working, able to multi-task and work under pressure</p> <p>Have a 'can do' attitude</p> <p>Able to handle situations with tact, sensitivity and compassion</p> <p>Willing to undertake training where necessary</p>	<p>Able to help others reach their potential</p> <p>Have an eye for detail</p> <p>Have a proven reliability, excellent time keeping and attendance record</p>

## 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> , send along with a covering letter explaining why you are interested in this role to [oxfordcafe@yellowsubmarine.org.uk](mailto:oxfordcafe@yellowsubmarine.org.uk)

## Recruitment process

Following a successful initial interview, candidates will be invited to a hands-on 'trial shift' and second interview. We must then seek two references and complete a DBS check in order to be able to make a formal job offer.

## Application deadline: 20th January

Initial interviews will be scheduled upon receipt of completed application forms, applicants are encouraged to apply as soon as possible as the vacancy may be closed before the deadline should the role be filled

## Start date: on or after 30th January