

## **Café Assistant**

*Line manager:* **Manager, Food Services – Cafés**  
*On a daily basis reports to:* **Café Supervisor**

- Comply with Health New Zealand code of conduct, policies and procedures, food control plan, hygiene and safety standards.
- Comply with all lawful and reasonable instructions given by your manager or supervisor
- Produce quality hot beverages, following standard recipes and procedures as set out by coffee supplier, in a timely manner
- Serve customers, cash handling and reconciliation
- Carry out general café and cleaning duties such as washing dishes, clearing tables, serving food
- Adhere to daily cleaning checklists
- Set up and stock area, ensure ingredients and final products are fresh and within use by
- Ensure waste is accounted for utilising correct procedure
- Keep station clean, tidy, and well-stocked
- Resourcefully solve any issues that arise, while communicating this with supervisor
- Maintain a positive and professional approach with co-workers and customers
- Demonstrate exceptional skill and passion for coffee

The intent of this descriptions is to provide a representative summary of the major duties and responsibilities performed. You may be requested by your manager or supervisor to perform other tasks other than those specified.