

# Lordship Hub Co-op

Community building in every sense

## **Café assistant manager**

**Temporary, covering maternity leave until June 2019 (possibility to extend)**

**Salary:** £6006 (£24,045 pro rata)

**Hours:** 10 hours per week (on Saturday and Sunday)

**Location:** Lordship Recreation Ground, Tottenham, North London

**Establishment:** Lordship Hub

**Closing date for applications:** Fri 23<sup>th</sup> November 2018 5pm

**Interview date:** Wednesday 28<sup>st</sup> November

**Trial shifts:** Saturday 1<sup>st</sup> December and Sunday 2<sup>nd</sup> December

**Start date:** Immediate Start

### **Who we are and what we do**

We're "The Hub"– a successful Community centre and café run by a community co-operative. We are in an attractive building at the heart of a beautiful park, overlooking a lake. Our café has been open for over 3 years and has become a popular venue, serving park users, the wider community, and participants of the varied classes and activities that we run at the Hub. Our aim is to provide for the needs of all in our local community. This includes serving a menu that aims to be nutritious, tasty and affordable. Being a community co-operative we run differently to a normal business. For both practical and ethical reasons we have a flat management structure, where each member of staff, while having their own areas of responsibility, will be part of a team with a real opportunity and expectation to participate in all aspects of the development of **your** "Hub". Our values are central to what we do. This means that we make strategic decisions together, as a staff/volunteer team, and with our co-operative members.

### **We are looking for**

As a café assistant, you will be working closely with and supporting the café managers, helping them with the day-to-day running of the café to ensure that our customers receive a high level of service. Under the leadership of the café managers you will assist to make sure that food is prepared quickly and to a high standard, whether this is for sale in the café or for a catering order. You will work collaboratively as part of a committed team but will have the ability to work independently if required. You will be led by the café managers who will train you in the systems and techniques used in the café. You will be building on your existing skills and adapting them to the needs of The Hub.

### **Essential assets**

- Experience working in busy Café or Restaurant as part of a team
- Experience in a customer facing role working to achieve a high level of customer satisfaction

'Lordship Hub Co-op' is the trading name of 'LREH Co-operative Limited', which is registered in England as an IPS with the Financial Conduct Authority. Registration number 32216R.

Lordship Hub, Lordship Rec., Higham Road, Tottenham, London, N17 6NU. Tel: 020 8885 5684.

[www.lordshiphub.org.uk](http://www.lordshiphub.org.uk)

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- Knowledge of food hygiene standards
- Good communications skills
- Ability to take initiative and be flexible

### **Desirable**

- Experience using a coffee machine
- Ability to work with a wide range of people from various backgrounds
- Catering training or similar
- IT literate
- A commitment to co-operative working and collaborative decision-making.
- A commitment to the local community.

### **Why it's great to work at The Hub**

- You will be part of an organization that is at the heart of building a strong and inclusive community in Tottenham. We are always learning and changing as we grow in experience and you can be part of that development.
- You'll get the opportunity for self development, taking forward your own ideas and using your leadership skills in a positive way to make a real difference.
- You'll work with a friendly, supportive and committed team.
- You'll enjoy a friendly, lively atmosphere in a beautiful park setting.
- You will empower our volunteers by developing their skills in a supportive environment.

**Please make sure to look at our website so that you can get a better idea about our organization, who we are and what we do: [www.lordshiphub.org.uk](http://www.lordshiphub.org.uk)**

### **To apply**

Please send your C.V. and a covering letter to:

[Cafe@lordshiphub.org.uk](mailto:Cafe@lordshiphub.org.uk)

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