

**TOTTON & ELING TOWN COUNCIL  
JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Garage Youth Centre Kitchen/Tuck Shop Assistant</b>
<b>SALARY BAND</b>	<b>Band 2</b>
<b>SCP</b>	<b>SCP 8-12</b>
<b>LOCATION</b>	<b>The Garage Youth Centre</b>
<b>RESPONSIBLE TO</b>	<b>The Garage Youth Centre Leader</b>

**MAIN PURPOSE OF JOB**

- To provide a hot and cold refreshments service to users of the Garage Youth Centre and to operate the tuck shop facility.
- General cleaning duties and shopping for stocking of kitchen and tuck shop facility.

**KEY TASKS**

○ **CUSTOMER SERVICES**

Serve users of the Garage Youth Centre.

Maintain a polite, friendly, caring attitude to users of the Centre. Respond to any complaints they may have and co-operate with colleagues to facilitate overall smooth running of the Garage Youth Centre food preparation and tuck shop facility.

Answer telephone and deal with enquiries/take messages as appropriate

○ **FOOD PREPARATION**

Ensure all food sold or prepared is fit for consumption (e.g. not past its use by date) ensuring stock rotation of stored food

Clean and wipe tables and all working surfaces wash-up/dish wash all used utensils, crockery etc. Maintain kitchen area and keep in a clean and tidy manner, and ensure equipment is maintained in good working order through cleaning and report any problems to appropriate staff. Organise tuck shop sales, stock rotation and storage.

○ **HEALTH & SAFETY**

Comply with the Council's Health & Safety policy and ensure that at all times the post holder, colleagues and centre users' HASAW needs are met in accordance with guidelines issued by the Civic Centre

Maintain Environmental Health standards as per guidelines and annual report

Completion of the record book on wastage.

○ **FINANCE**

Assist when required with purchasing Kitchen And tuck shop supplies. Provide receipts and invoices for Kitchen and tuck shop purchases, and balance petty cash where necessary.

Responsibility for daily till transactions and refunds. Assist as necessary with balancing Petty Cash and provide Civic Centre with receipts and Petty Cash Slip on daily/weekly basis as directed

Assist with stock taking and stock management (Including price adjustments and disposal of out of date stock)

○ **MISC**

Assist with laundering of tea towels and aprons when required

Assist with Garage Youth Centre events.

To participate in the Council's appraisal scheme, assessing own training needs and attending training courses as required

Completion of weekly timesheets recording hours and detailed explanation of any additional hours

To assist as necessary with internal staff training (Including training for volunteers if required)

Carry out any other reasonable and relevant tasks as required