

THE CHARLBURY DELI



JOB PACK: PART-TIME DELI & CAFÉ ASSISTANT

Charlbury Deli and Café Ltd welcomes applications for the job of part-time **Deli and Café Assistant**.

This is a busy, varied and responsible role, which requires an interest in serving the public, a flexible approach, the ability to multi-task and a keen interest in food.

It provides an opportunity to be part of a unique community enterprise at an exciting time in its history.

The hours of work will be decided between the company and the successful applicant to meet the needs of both parties as far as possible.

In this pack you will find:

- Part 1: a description of Charlbury Deli and Café Ltd and its work
- Part 2: the job description
- Part 3: details of the kind of person we are looking for
- The application form.

PART 1: ABOUT THE DELI

Charlbury Deli & Café is looking to a bright future in the town with new, expanded premises and services. The business is supported by local directors, advisors and shareholders. It has been at the heart of the community in this small Cotswolds town for 25 years.

The Deli has recently moved to Old Bank House in Market Street. This larger premises has given us the chance to offer a much wider range of food and drink. This includes an alcohol licence for the sale of quality wines and beers, more shelving and, crucially for the centre of town, a larger café. We will also offer a catering service for businesses and private functions.

Also, from September 2017 the Deli will be operating the café facility in Charlbury's new Community Centre.

HOW TO APPLY

Applications should be made on the form provided to **Lynne Stubbles** at **Charlbury Deli and Café Ltd**, Old Bank House, Market Street, Charlbury OX7 3PL and should include the names and contact details of two referees.

We will contact you if we would like to interview you.

As a small community business we are unable to cover your interview travel expenses – but do come and have a coffee and a slice of cake on the house!

The opening hours in Old Bank House are:

- 8.30am to 5.30pm, Monday to Thursday
- 8.30am to 7.00pm, Friday
- 8.30am to 5.00pm, Saturday
- 10.30am to 3.30pm, Sunday.

The Deli and Café currently has a small, dedicated team of part-time staff led by Lynne Stubbles, Deli Manager, and is now looking to welcome additional part-time staff to support the expansion of the business in Old Bank House and the Community Centre.

PART 2: ABOUT THE JOB

Title: Deli and Café Assistant

Location: Old Bank House, Market Street, Charlbury OX7 3PL

Accountable to: Lynne Stubbles, Deli and Café Manager

You would be joining the Deli and Café staff team to share in the work of successfully delivering the business's retail and café services to a growing range of customers.

Main duties

- Dealing with customers' requirements and enquiries on a large range of artisan food and drink?
- Handling sales efficiently and accurately
- Drawing attention to special offers/promotions
- Taking payments and operating the till
- Giving information on products and where they are located and on food content and menu choices
- Handling raw and cooked food safely
- Helping with product display
- Helping to keep eating and serving areas clean and tidy
- Working quickly and accurately to maximise sales.

Training will be provided, including a Food Hygiene course - the successful completion of this will be a requirement for the job.

PART 3: ABOUT YOU

Here's what we're looking for from someone to join the team. Above all, you should be friendly and ready to put on a smile for our customers in all circumstances - and an interest in good food would help!

Qualifications

- A good general education but especially literacy and numeracy.

Experience

- | | |
|------------------|--|
| <i>Essential</i> | <ul style="list-style-type: none">• Working with numbers and handling money• Juggling tasks |
| <i>Desirable</i> | <ul style="list-style-type: none">• Working as part of a team• Dealing with the public• Working in a retail or food business |

Skills

- Able to communicate clearly
- Good with numbers
- Can work on your own initiative
- Ability to work as part of a team
- A desire to learn about food
- Cooking and preparing food skills
- Prioritising and juggling tasks
- Ability to listen and learn
- Getting on well with a variety of people
- Ability to work under pressure
- Being discreet
- Being meticulous
- Can follow health and safety guidelines
- Ability to work standing for prolonged periods
- Maintaining a high level of personal hygiene

Disposition

- | | |
|---|--|
| <ul style="list-style-type: none">• Friendly• Cool under pressure• Organised• Polite and tactful• Sense of humour | <ul style="list-style-type: none">• Responsible• Honest• Flexible• Self-motivated• Patient |
|---|--|

Other

- A willingness to work flexible hours
- A neat appearance.

The Deli 'look' will be black trousers (but not jeans or leggings) or black skirt worn with a black shirt/T-shirt.

THE CHARLBURY DELI



APPLICATION FORM: PART-TIME DELI & CAFÉ ASSISTANT

Please complete clearly in black ink or typescript

Surname..... Title (Mr/Mr/Ms etc

First name(s).....

Address

.....

..... Postcode

Email..... Landline

Mobile..... Daytime tel, if different

National Insurance number

YOUR CURRENT OCCUPATION

Job title/course details (if currently a student)/voluntary role

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Name of employer/educational establishment/voluntary group.....

..... Date started (month/year).....

Please give brief description of your responsibilities/duties

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YOUR CURRENT OCCUPATION

Please give details of other jobs you have held, starting with the most recent. Give a brief explanation for any gaps. Continue on another sheet if necessary.

Job title

Name of employer

Main duties

Date started (month/year)..... Date left.....

Job title

Name of employer

Main duties

Date started (month/year)..... Date left.....

Job title

Name of employer

Main duties

Date started (month/year)..... Date left.....

Please give details of how you spent your time during any gaps in your employment history (including dates).....

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Do you intend to remain employed by your current employer? Yes No

If Yes, how many hours per week do you intend to work with them?

Have you ever been dismissed by a former employer? Yes No

If Yes, please give details

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QUALIFICATIONS

Please list any qualifications you have gained (eg GCSEs, A-Levels, Degree, NVQs, professional qualifications):

Name of qualification

Subject(s) and grade(s)

.....

School/college/university

Date awarded.....

Name of qualification

Subject(s) and grade(s)

.....

School/college/university

Date awarded.....

Name of qualification

Subject(s) and grade(s)

.....

School/college/university

Date awarded.....

OTHER TRAINING

Please list any other training you have undertaken which is relevant to the post

Name of qualification

Dates.....

Name of qualification

Dates.....

RELEVANT SKILLS AND EXPERIENCE

Please give evidence to show how you meet the selection criteria for the post (ie the description of the kind of person we are looking for given in Part 2 of the job pack). Please be specific and give examples whenever possible - these can be drawn from your employment history or from any aspect of your life.

FLEXIBLE WORKING

We believe in giving staff the opportunities to be flexible in their working patterns and it would help us if you are also willing to be flexible, as far as possible, with the hours you work. Please complete your preferences below:

How many hours would you like to work each week? Minimum..... Maximum.....

Could you work additional hours, if required? Yes No

Could you change your hours/days at short notice, if necessary? Yes No

Please indicate the earliest start times and latest finish times you could work on each day of the week. If you cannot work on a particular day(s) of the week, please put NIL:

	Sun	Mon	Tues	Weds	Thurs	Fri	Sat
Earliest start
Latest finish

RIGHT TO WORK IN THE UK

To comply with legislation you are required to take the original, and a copy, of the evidence of your right to work in the UK. No one is allowed to commence work with us without this evidence. The evidence required is as follows:

For UK, EEA and Swiss nationals:

- Passport or national identity card
- or, if you do not have a passport, a full birth certificate (with the name of at least one parent) and evidence of a permanent National Insurance number (with proof of change of name, eg marriage certificate, if applicable).
- NB for A2 Accession States (Bulgaria and Romani) you will need proof of the right to work in the UK without restriction (exempt from the requirement to obtain an Accession Worker card), eg Registration Certificate.

Non EEA Nationals:

- Current evidence of your right to remain in the UK and of your right to work. There may be a requirement to produce evidence on an annual basis, if your leave to remain and work is not indefinite

All applicants:

Please confirm below that you can provide evidence of your right to work in the UK and the type of documents you can provide.

I can provide evidence of my right to work in the UK Yes No

The documents I can provide are

.....

CRIMINAL OFFENCES

Have you been convicted of a criminal offence that is not regarded as 'spent' under the Rehabilitation of Offenders Act 1974? Yes No

If Yes, please give details and dates.....
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Are any prosecutions pending? Yes No

GENERAL INFORMATION

When would you be available to start work?.....

Where did you see this post advertised?.....

For information only:

Do you have use of a car or other means of transport (eg motorbike)? Yes No

Do you hold a current full driving licence? Yes No

REFEREES

Please give details of two referees who can confirm that you meet the selection criteria for the post (Part 3 of the job pack). If you are (or have recently been) employed, one should be your current or last employer. If you are (or have recently been) a student, one should be a senior staff member from your place of study.

Referee 1

Name

Position

Address

Email..... Phone.....

May we contact this referee without further authority from you? Yes No

Referee 1

Name

Position

Address

Email..... Phone.....

May we contact this referee without further authority from you? Yes No

INFORMATION FOR CANDIDATES WITH A DISABILITY

Definition: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Arrangements if selected for interview: If you have a disability, please give details below of any special requirements you would need to be made if you were invited to interview:

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Arrangements if appointed: Please give below details of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if required.

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DECLARATION

The information I have given on this form is true and accurate to the best of my knowledge and I understand that, if it is shown to be false, this could led to termination of my employment.

Signed..... Date.....

Please complete and return this application form marked 'Private and confidential' to
**Lynne Stubbles, Charlbury Deli and Café Ltd, Old Bank House, Market Street,
Charlbury OX7 3PL**