

Role	Ashton Café – Philanthropic Committee
Time Commitment	Once a week 2.40pm-4.30pm
Vacancies	4
Suitable for Years	Year 10 & 11
Job description	This role offers the right candidates to work alongside Mrs Barrow and Miss Borwick in hosting the Ashton Café Club once a week after school. The café is primarily used by Y7 students, but all year groups are welcome.
Leadership skills focus	<p>Organisational Skills: Students must have the ability to organise: games/activities, the buying and selling of products, cashing up and be punctual.</p> <p>Effective communication: We are looking for friendly and approachable crew workers who enjoy helping other students enjoy life beyond the classroom.</p> <p>Confidence: Students need to manage small groups of students and be responsible for leading set activities at the café</p>
Key responsibilities	<p>As a member of the Café Crew you will be expected to:</p> <ul style="list-style-type: none"> • Advertise the café each week. • Set up the Cafe during form time so Café can open promptly at 3pm • Manage stock and re-order/re-buy café products. • Organise activities • Manage/lead a team of younger staff (helpers) • Attend Committee meetings when required. <p>Support students by:</p> <ul style="list-style-type: none"> • Setting up activities • Hosting “special events” such as quiz night, bingo, karaoke activities • Interacting with the students
Staff member to contact for further information	Miss Borwick Mrs Barrow