

Catering Department

In this department, roles are focussed on preparing the food for the café lunch service. This includes peeling, chopping and cooking where required. Employees are expected to be able to follow hygiene rules and use cooking equipment and utensils safely.

Catering

- Food preparation
- Hygiene and safety

Marketing & Prep Department

In this department, roles are focussed on ensuring that the café is an inviting place to visit and purchase food from. To market the weekly menu, job tasks include designing the flyer and poster and promoting the café across the school. On the days that the café is open, employees are expected to set the café environment up so that it is ready for customers.

Marketing & Prep

- Shopping for ingredients
- Menu, posters, flyers
- Customer experience

Operations Department

In this department, roles are focussed on engagement with customers. During opening hours, roles include welcoming customers, taking orders at the counter, serving the correct orders and using the till to process payments. Employees are expected to have good communication and customer interaction skills.

Operations

- Customer Service
- Operating Till
- Food service