



**Post:** Upmo Eat Barista

**Hours:** Full-time, Monday – Friday

**Responsible to:** Development Team

**Pay:** £12.00 per Hour

**Application deadline:**

**Purpose of Post:** To provide excellent customer service and refreshments to patrons of the Upmo Eat cafes, an expanding operation with current locations in Drumbrae Leisure Centre and Leith Victoria Swim Centre in partnership with Edinburgh Leisure.

**About Upmo Eat:** Upmo is a charity that provides support and opportunity to adults with learning disabilities and autism. Upmo Eat is one of our employability initiatives, through which we provide our students with work experience in the catering and hospitality sector. The cafes also provide an important income stream for our charity and provide affordable, healthy food options to the communities we serve.

**Duties include:**

- Provide a positive customer experience for guests at our cafes
- Prepare food items and beverages from our Upmo Eat menu as well as updating and reviewing the menu.
- Keep the café space clean and tidy
- Collaborate with Edinburgh Leisure staff to ensure health & safety procedures are followed on site
- Work closely with Project Workers and Students while they are at the café to ensure a positive student experience
- Open and close the café daily, including cashing-up and preparing end of day reports.
- Liaise with Suppliers to complete orders for consumables and stock.

**Responsibilities include:**

- Promote Upmo's vision for a more inclusive society to the public
- Maintain confidentiality and not divulge information to third parties unless agreement to share information has been given and agreed by the Senior Management team.
- Work in accordance with job description and contract of employment, and in line with policies and procedures noted in the Employee Handbook.
- Promote equal opportunities and respect diversity, different cultures, values and beliefs.
- Work in accordance with the Health & Safety Act 1974, the Data Protection Act 1998 and National Care Standards.

**Essential Skills:**

- Experience of working in a café or restaurant environment in a similar role
- Knowledge of coffee and food preparation
- Knowledge of food hygiene and health & safety standards and practices
- Strong customer service focus.
- Experience of cooking and preparing a range of dishes
- An ability to relate professionally and respectfully to people with learning disabilities
- An ability to work flexibly and autonomously as well as productively as part of a team based across Edinburgh
- Effective verbal communication skills.

**Desirable:**

- Training and/or qualifications in food standard regulations and to hold or obtain Food Safety Certificates
- An interest in progressing toward a Project Worker role, providing support and training to students whilst at the café
- Experience of working with adults with learning disabilities and autism.
- Current and clean UK driving license

**Working Conditions:** Working hours will primarily be 9am – 4pm, Monday – Friday. You could be required to work across any of our Upmo Eat locations in Edinburgh. Terms and conditions of employment are as per your contract and detailed within the Employee Handbook.

**Training:** An Induction Programme will be offered during the initial phase of employment with Upmo and will be funded by the company. You will also be required to complete a food hygiene course. If you are interested in progressing towards being a Project Worker, training will be made available after the probation period.

**Conditions of service**

Candidates should be aware that:

- The offer of employment will be made subject to the receipt of 2 satisfactory references
- The post is subject to a check through the PVG scheme
- The post is subject to 6-month probationary period.