

Plantation Café Youth Worker

Role Purpose

The role is based at Plantation, Guildford YMCA's Market Street location which is focused on youth projects. The primary purpose is coordinating the running of the Plantation Youth Café, as a key resource to the range of Youth Projects and as a vehicle for relational youth work;

Responsible to: Youth Programmes Manager

Key Relationships: Plantation Café Coordinator

Hours of Work: 37.5 hour week on a two week rota including one 7½ hr Friday evening and one 6 hr Saturday.

Salary: £16,000 - £18,000 pa

Key Areas of Responsibility

1. *Café Operations*

- Compile and oversee rota for staffing the Café (utilising Plantation projects staff, part-time staff and volunteers), ensuring all shifts are covered.
- Purchase food and non food items for café use, be responsible for ordering and stock control, record keeping and stock-taking.
- Support the Café Team Leader to ensure that high standards are maintained in the cleanliness, orderliness and health and hygiene of the café, kitchen and storage areas.
- Be responsible for inputting café statistics onto the system each week.

2. *Music and Communications*

- Coordinate all aspects of gig nights relating to live music, including selecting and scheduling bands and publicity pre-event. Liaise with gig night Duty Manager regarding band liaison and logistics during gigs.
- Be responsible for researching and purchasing new music for the Café and downloading it to the Café ipod each month.
- Be responsible for maintaining the Café myspace site and develop new technologies to better relate to, communicate with and support young people.
- Be involved with developing the promotion and advertising of the Café within schools, churches, the local community and on the internet.

3. Youth work

- Proactively build positive relationships with customers, as a platform for relational youth work.
- Challenge young people's behaviour and attitudes when necessary or appropriate.
- Engage in one-to-one mentoring of young people from the Café and other programmes when considered appropriate.
- Support the Cafe Youth Council's involvement in running of and vision for the Café.
- Support the Café Coordinator to design and implement a programme of activities and workshops for young people in the Café, including on Friday 'café' nights.
- Support the Café at outreach events including Rampage and other YMCA events.

4. Duty Manager - Catering, Cleaning, Financial, Reporting

- Take responsibility for the running of the café during the shift, paying attention to detail concerning the environment and experience of young people, e.g. music type and volume, videos, lighting, literature, games/machines, welcome etc.
- To work effectively, safely and hygienically following established procedures, ensuring young people are valued as customers and receive quality refreshments and service.
- Preparation, clearing, cleaning and washing up. Responsible for ensuring the café and back store are clean and clear during the shift you manage.
- To prepare food as required.
- Using the till and taking cash and to know who is on the till at all times.
- Undertake daily cash up.
- Complete daily log about Café session, record statistics and staff hours.

5 Team Member

- Contribute to and play a full part in the wider Plantation Team and carrying out common duties.
- Carry out such duties as may be required by the Youth Programmes Manager to ensure the effective operation of Plantation.
- Undergo necessary training to stay up to date with skills and procedures.
- Promote the good name of Plantation and Guildford YMCA at all time.

Person Specification

Essential

- An ability and willingness to work within Guildford YMCA's Christian mission
- The ability to organise own work schedule
- A mature approach to the role, taking leadership in areas of responsibility
- Be able to relate well to others in particular young people
- Work well as part of a team; encourage and motivate others, respect and include other's views
- Be proactive, tolerant and flexible
- Have a heart for young people
- Demonstrate good attention to detail
- Responsible attitude towards report writing and cash handling
- Able to plan and organise a programme of activities for and with young people
- Awareness of youth culture and key issues facing young people today
- Provide clear and confident leadership to staff, volunteers and young people

- Ability to defuse potentially difficult situations
- Be willing to learn

Desirable

- Driving Licence and ideally have access to a car
- At least 2 Years Experience of Youth Work
- An interest in live music

JP

21/07/08