

Cafe Assistant Job Description

Last Reviewed: 07/08/2026, Sam Mawson

Job Title

Cafe Assistant

Salary

£12.71 per hour

Reporting Structure

Reports to: Centre Manager

Direct reports: None

Role Description

As a Cafe Assistant at Big Depot Manchester, you will play a key role in ensuring the smooth day to day operations of the cafe. Your responsibilities will include the preparation and serving of food and drinks including specialty coffee, creating a friendly and inviting atmosphere for our customers. Your role will involve delivering the highest standards of customer service, organisation and cleanliness in the cafe and kitchen, adhering to health and safety requirements and regulations at all times.

Key Responsibilities

- Customer Service: Facilitating the highest standards in customer service from the team and providing excellent customer experiences.
- Restocking and Cafe Presentation: Maintaining stock levels ensuring the best presentation of food and drink items and cleanliness of all cafe surfaces, equipment and tables.
- Health and Safety Compliance: Ensuring that health and safety regulations are adhered to at all times.
- Cafe Opening and Closing Procedures: Following the cafe opening and closing procedures ensuring that all processes are completed to a high standard.

This job description is not exhaustive and may be amended from time to time to reflect reasonable changes in the responsibilities of the role and the needs of the business.