



**CAFÉ  
ASSISTANT  
Candidate  
Pack  
JANUARY  
2026**

**YMCA CHESHIRE**

# Welcome

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Thank you for your interest in the position of Café Assistant at YMCA Cheshire.

This role is crucial to the work we do in at YMCA Cheshire supporting our GLO Café and hospitality services. At our GLO Café on Gresty Road, we serve a variety of speciality beverages, fresh sandwiches and hot food to the public and people using our Conference rooms. The Café offers residents at Gresty Road an opportunity for volunteering placements, learning many of the skills necessary for gaining employment in the hospitality sector.

The full job description is on page 6 and 7 of this document.

There is also a person specification on page 8

The post holder will report directly to the Hospitality Manager

This is a **part time** role working 15 hours a week, 11am-2pm, Monday to Friday.

The post holder will be working with the Café Team to deliver high quality food and service to internal and external customers and room hire customers.

We are passionate and enthusiastic about our work and love an energetic "can do" attitude in staff!

Details about how to apply are at the end of this pack.

If you'd like an informal chat, please call me, Mike Ronan on 01270 257673; otherwise please have a good read through this document, then fill in the application form on the YMCA Website by 9.00am on Friday 30th January 2026

[Vacancies - YMCA Cheshire](#)

We look forward to hearing from you!

*Mike*

Mike Ronan  
Hospitality Manager



# About us

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There has been a YMCA in Crewe since 1909, when an invitation went out in Crewe Chronicle inviting young men to meet some "jolly good fellows"!

Today the YMCA welcomes people of all ages, all genders, all faiths, all races, all backgrounds.

We have an asset-based, advantaged-thinking approach to all our work; we focus on strengths and view diversity of thought, culture, experience and traits as positive assets.

We have a number of different services in Cheshire.

- We believe everyone should have **a safe place to stay**. Our aim is to provide a wide range of housing options to those who have experienced homelessness, designed to suit their individual needs. We have a variety of accommodation at our main project in Gresty Road, as well as some flats and houses in the Cheshire.
- We work with **young people** who arrive in the UK unaccompanied and seeking asylum; this team also works with young people who are leaving the care system.
- We have a growing number of services in Cheshire for **children and families**, including After School Clubs, Drop Ins for parents and carers and holiday villages.
- We offer **Mental Health First Aid training** to our staff and volunteers.
- Our services are supported by our **three social enterprises**, the GLO Café, room hire and our Property Maintenance Service.



# Our values

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We believe that everyone has unique potential and skills to be explored and developed.  
*We will embed this belief in our work with service users, staff and volunteers.*

We believe that a 'can do' approach is critical for facilitating change in people's lives.  
*We will foster and nurture this attitude in our work with service users, staff and volunteers*

We believe in the Christian basis and mission of the YMCA.

*We will seek to exemplify and embed Christian ethos in our organisational practice in all we do.*

# Our vision

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Better lives and better futures for individuals and communities

- by beginning the end of the homeless experience, one person at a time
- by working with the talents of people making transitions to independence
- by engaging and supporting children and families and staying connected in the places they live

# Our mission

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YMCA Cheshire is a Christian charity that responds to local need by creatively investing in the lives of individuals and the community through all our projects, including housing, learning, family support and working with children.

# Our faith

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Our faith underpins all our work and motivates us to sustain a Christian mission than is socially active.



# Working at YMCA Cheshire

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YMCA Cheshire currently has about 95 staff, 30 volunteers and 8 trustees.

We are an organisation that embraces a culture where our Christian based core values are at the heart of all we do.

We are committed to creating a workplace where all employees are given the opportunity to reach their full potential, feel valued and work effectively to achieve our goals.

We aspire to establish a workforce which reflects the diversity of the wider community.

We have a comprehensive health and wellbeing programme to support a healthy mind, body and spirit. The programme includes:-

- A full training package
- Free counselling through our Employee Assistance Programme
- Opportunities to attend conferences and visit other projects
- An onsite café with 20% discount for staff and residents.
- Staff room refreshments
- An onsite gym
- A flexible working policy
- Vouchers for long service
- Away days
- Staff meetings to share good news
- Group life cover
- Company sick pay
- Birthday Leave
- Health care cash back plan

# Job description (Page 1)

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## **JOB PURPOSE**

- To keep the kitchen and café area clean and tidy
- To wash up pots and pans in the kitchen area
- Assist Café Chef with food preparation in busy periods

## **MAIN DUTIES AND RESPONSIBILITIES**

- Take care to make every customer experience an awesome one, interacting cheerfully with new and regular customers
- Serve customers with a smile, connecting with customers, ensuring that they walk away happy
- To clean GLO Café and catering kitchen to the highest of standards using the appropriate cleaning equipment, PPE and following procedures
- To assist Café Chefs in food preparation in busy periods
- To keep the GLO Café and catering kitchen working effectively by cleaning pots and pans used in the Café
- Be flexible and responsive to changing needs and request from others.
- To identify and report incidents, defects and faults that highlight areas of concern which might present a risk to the safety or well-being of residents and staff.
- Use recommended products as per guidance and maintain adequate stock levels to ensure an efficient service is provided.
- Contribute to a positive team environment, having fun and supporting the team to do the same
- Maintain a clean and sanitised work station
- Assist in the preparation of hospitality food for room hire if required
- Communicate effectively with line manager to ensure efficiency and a good environment
- Follow health and safety guidelines
- Be punctual and able to observe regular and consistent attendance

# Job description (Page 2)

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## Other Duties and Responsibilities

- Be fully versed with safeguarding to protect each individual from harm in accordance with current safeguarding legislation.
- Ensure equality and diversity is embedded within service delivery
- Work according to the policies and procedures of YMCA Cheshire at all times
- Actively participate in the supervision and training process to develop better services and continuous personal development
- Undertake such other duties as may be reasonably be required
- Understand, embrace and promote the values of the Association, ie

**We believe that each person has unique potential and skills to be explored and developed.**

*We will embed this belief in our work with service users, staff and volunteers.*

**We believe that a 'can do' approach is critical for facilitating change in the lives of service users.**

*We will foster and nurture this attitude in our work with service users, staff and volunteers*

**We believe in the Christian basis and mission of the YMCA.**

*We will seek to exemplify and embed Christian ethos in our organisational practice in all we do.*

# Person specification

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## **Experience**

- Previous experience in a café, kitchen, or hospitality setting is desirable but not essential

## **Personal Qualities**

- Reliable, punctual, and hardworking
- Positive attitude and willingness to learn
- Flexible and adaptable to changing workloads
- Attention to cleanliness and detail
- Able to remain calm under pressure

## **Skills & Abilities**

- Ability to work efficiently in a fast-paced environment
- Good teamwork and communication skills
- Able to follow instructions and hygiene procedures accurately
- Strong time-management and organisational skills
- Physically fit and able to stand for long periods, lift trays, and carry stock

## **Health & Safety**

- Understanding of basic food hygiene and health & safety (or willingness to learn)
- Commitment to maintaining a clean and safe working environment

# Key employment terms

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- Permanent, part time
- 15 hours a week, Monday to Friday 11am-2pm
- Salary £12.61 an hour
- Responsible to the Hospitality Manager
- Company sick pay
- Pension contribution
- 4 x annual salary Life Assurance
- Health Assured Employee Assistance Programme

YMCA Cheshire is committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers.

YMCA Cheshire is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Any offer of employment will be subject to satisfactory references and Enhanced DBS check.

## How to apply

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- The closing date for applications is 9.00am on Friday 30th January 2026
- These should be submitted via the application form on the YMCA Cheshire vacancies page [Vacancies - YMCA Cheshire](#)
- Shortlisted candidates will be interviewed on week commencing 2nd February 2026

