

Job Description

Operations & Hospitality Assistant

Our Vision

Supporting people, sharing Jesus, changing lives.

Our Core Values

Welcoming - Enjoyable - Safe - Caring

About Streetlight

Streetlight is a Christian charity based in **Wimborne**, dedicated to creating a welcoming, supportive space for the local community through our skatepark, softplay, café and outreach activities. While our work is shaped by Christian values, we warmly welcome applicants of all backgrounds. A Christian applicant is preferred, but what matters most is a willingness to support our mission and contribute positively to our community-focused environment.

About the Role

We are looking for a reliable, highly organised, and proactive **Operations & Hospitality Assistant** to help ease the daily operational load on our leadership team. This role blends operational activities, (e.g. assisting with compliance, health and safety, general and equipment maintenance), café service, light administration, and procedures management, enabling our managers to focus on day to day matters, marketing, strategy, and Streetlight's long-term development and growth.

This is a **weekday position** with flexible hours to be agreed. The salary is £13.45 per hour.

Key Responsibilities

Operational Administration

- Support with admin tasks, including contract-related work overseen by your colleague.
- Maintain procedure checklists, compliance logs, and internal documents.
- Assist with rota adjustments and small scheduling updates.
- Monitor and update supply logs, maintenance notes, and daily operational tasks.

General Operational Tasks

- Complete daily/weekly checks to maintain high standards across the café and building.
- Perform safety, cleanliness, and compliance tasks.
- Flag issues proactively to management and follow up when necessary.
- Assist with Health and Safety Matters

Café Coverage

- Provide consistent weekday café cover.
- Deliver warm, community-focused customer service reflecting the charity's ethos.
- Assist with everyday café tasks: serving, maintaining cleanliness, stock rotation, and general upkeep.
- Support the Café Manager with basic operational tasks.

Party Booking Administration

- Log new enquiries and manage the first stages of party booking admin.
- Send information packs and keep booking details organised.
- Pass menu/booking details to the Café Manager.
(Final booking management remains with leadership.)

What You'll Bring

- Strong organisational skills and attention to detail.
- Friendly communication and a positive, community-focused attitude
- Ability to work independently and follow set procedures, whilst being able to spot tasks without being prompted.
- Willingness to work within a Christian charity environment and support our mission.

(Christian applicants preferred, but all backgrounds welcome.)

- Experience in hospitality or admin is helpful but not essential.
- Some operational experience is preferred.
- Must have good administrative skills, knowledge of Microsoft and Google Drive, experience in Canva also desirable.