Jade Okafor

Café and shop assistant

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Profile

College leaver with two years of Saturday work in a busy garden centre café and shop: serving at the tills, restocking shelves and helping customers find what they need. Stays calm and friendly when the queue builds, and learns a new routine quickly. Finished a Level 3 business diploma in June 2026. Looking for a part-time store colleague job of 16 to 20 hours a week.

Experience

Café and Shop Assistant, **Brookfield Garden Centre, Bolton** **September 2024–present**

- Serve up to 150 customers on a Saturday at the café and shop tills, taking cash and card payments, and balance the till at close.
- Restock the shop’s food and gift shelves from the stockroom twice a shift, with the shortest dates at the front.
- Help customers find products and carry heavy items to their cars, and pass plant-care questions to the garden team.
- Suggested marking down the café’s unsold cakes in the last hour of the day; cake waste fell by about half.
- Showed two new Saturday starters how to use the tills in 2025.

Volunteer Coach, **Moss Lane Juniors FC, Bolton** **September 2023–present**

- Help run Sunday-morning training for 14 under-9s: set out the kit, run drills and keep the attendance register.

Education

- Level 3 Extended Diploma in Business, Moorside College, Bolton (2024–2026): Distinction, Merit, Merit
- GCSEs (2024): eight subjects at grades 7 to 4, including English Language 5 and Mathematics 6
- Level 2 Food Hygiene certificate (2024)

Skills

- Cash and card payments on two till systems
- Stock rotation and date checks
- Patient, friendly service at busy times
- Microsoft Word, Excel and PowerPoint
- Early starts and weekend shifts

Availability

Weekday mornings from 6am and Sunday evenings, up to 20 hours a week. Can start after one week’s notice.