



## POST OF FRONT OF HOUSE CAFE STAFF

### JOB DESCRIPTION

**HOURLY RATE:** £5.20 at age 16  
£5.72 at age 17  
£8.91 at age 18 +

**NO. OF HOURS:** Zero

**DATE PREPARED:** December 2021

**RESPONSIBLE TO:** Hospitality & Events Manager

**RESPONSIBLE FOR:** Not applicable

**PRINCIPAL FUNCTIONS:** Overview

Your role will be to act as an ambassador for The Pickaquoy Centre and as such you will be expected to be a dynamic member of the team who thrives in a fast paced and changing environment.

You will be expected to undertake all café front of house duties in an efficient manner, in order to exceed customers' expectations. You must be confident to deal with a variety of customers ensuring you maximise sales whilst working in a busy environment. Providing excellent customer service is paramount.

**Main Duties:**

1. To provide outstanding levels of customer service in accordance with customer service standards and the Pickaquoy Centre Values.
2. To welcome all customer user groups and apply up to date knowledge of all products and services.
3. To prepare all café menu items using standard facility equipment ensuring quality and efficiency in customer satisfaction.
4. To assume responsibility for quality of products prepared and served.
5. To have the ability to encourage secondary spend sales and actively promote all services across the centres offerings.
6. To prepare customer orders to company specifications and take responsibility for quality of products prepared & served by the team.
7. Ability to accurately handle cash whilst working under pressure.
8. To be meticulous in your personal presentation.
9. To maintain the cleanliness of the café, to meet or exceed Environmental Health Department standards for cleanliness, food handling and sanitation.

10. To receive delivery of food stocks and supplies, verifying receipt of ordered items and to monitor stocks of ingredients and food items and assist with the preparation of the inventory supply orders.
11. To ensure all stocks are correctly labelled, stored and the rotation process is adhered to.
12. To properly maintain and use all equipment as per manufacturers and Pickaquoy specification.
13. To provide assistance to other employees to contribute to the best overall operation of the café.
14. To assist / oversee in opening and closing duties, including completion of checklists.
15. To properly maintain and use all equipment as per manufacturers and Pickaquoy specification.
16. To assist in the smooth running of the daily operation of the Centre ensuring that all tasks are undertaken in respect of Health and Safety requirements at all times.
17. To assist with emergency procedures ensuring the safety of staff and public.
18. To undertake other duties as the management team may require.
19. The post holder may be required to work at other departments / sites operated by The Pickaquoy Centre Trust.

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Professional / Educational Qualifications –</b> <ul style="list-style-type: none"> <li>• To hold a Food Hygiene Certificate</li> <li>• To hold World Host certificate</li> </ul>		✓ ✓
<b>Relevant work / other experience –</b> <ul style="list-style-type: none"> <li>• To have experience of working in a restaurant or kitchen environment</li> </ul>		✓
<b>Skills and Abilities –</b> <ul style="list-style-type: none"> <li>• To have a good level of numeracy skills and experience of cash handling.</li> <li>• To be able to reach, bend and frequently lift up to 16kg</li> <li>• To be able to work in a standing position for long periods of time</li> <li>• To be able to see clearly (with or without glasses) to read, interpret and understand recipes, food orders, delivery notes etc.</li> </ul>	✓ ✓ ✓	✓
<b>Personal Qualities –</b> <ul style="list-style-type: none"> <li>• To have the ability and understanding to deliver outstanding customer service</li> <li>• To be able to communicate clearly with customers and colleagues whilst displaying an enthusiastic personality</li> <li>• To demonstrate ability and commitment to be an effective team member within a small, dynamic and innovative team</li> </ul>	✓ ✓ ✓	
<b>Additional Job Requirements –</b> <ul style="list-style-type: none"> <li>• To be available to work on a rota system (outwith school hours and weekends)</li> </ul>	✓	