



## Café Assistant Job Description

September 2017

12-15 hours per week

£6.95 - £7.50 per hour, depending on age

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**Purpose of Post** To support the effective and efficient running of the café at the DanceHouse.

**Key Relationships** The postholder will report to the Café Supervisor and work as part of a small close-knit team.

### Principle Duties

- To provide excellent customer service, serving customers promptly, courteously and with a smile.
- To fully comply with all Health and Safety and Food Hygiene regulations at all times.
- Ensuring that food and drink served to customers is of a consistently high standard and is well presented.
- To develop knowledge of products and share that knowledge with customers and other team members in a confident manner.
- To maintain a clean and tidy environment at all times in the café and preparation areas including washing up.
- Keeping cleaning and temperature records
- To assist in the set-up, set-down and cleaning of the café and kitchen according to procedure on a daily basis and as required.
- To assist with the preparation of food and customer orders.
- To assist in the serving of drinks from the interval bar during performances, etc.
- To be responsible for the cash handling processes.

### Skills Required

- Barista/Bar experience desirable
- A commitment to great customer service and aims to exceed customers' expectations
- Strong communication skills
- Willingness to be flexible
- Attention to detail
- Enjoys working with others as a team
- High standards of personal and food hygiene

**Additional Benefits** Complimentary tickets for DanceEast productions and classes; training and development opportunities; and staff discount at the DanceHouse café.

**This job description is a guide to the nature of the work required of this position.  
It is neither wholly comprehensive nor restrictive.**