



Café Assistant Job Description

August 2025

£12.21 per hour (12-15 hours per week)

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
- Be aged 18+

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.**