# VEGETARIAN ARTS CAFE ASSISTANT

Dear Applicant

Thank you for your interest in this post. Further to your enquiry please find enclosed:

* Job description and person specification
* Application form
* Equal opportunities form

# How to apply:

Complete application form showing how the points required in the person specification are met, and send with the completed equal opportunities form to:

Caroline Green, Deputy Director, by email (preferred): caroline.green@poundarts.org.uk or post to Pound Arts, Pound Pill, Corsham, Wiltshire, SN13 9HX

**Deadline** for applications is Monday 14th October at 09:00

**Interviews** will be held at The Pound on Friday 18th October.

We will let you know if you have been shortlisted for interview. We are unable to give feedback on unsuccessful applications at this stage.

I look forward to receiving your application,



Caroline Green Deputy Director

# The Pound Arts Trust Limited Job description

**Job title: VEGETARIAN ARTS CAFÉ ASSISTANT (Part-time) -**

**Job Objective**: To prepare, present and serve drinks, snacks and meals from a diverse vegetarian menu, ensuring all operational systems required to run the café and bar are executed in an effective manner and with the highest standards of customer service.

**Nature and Scope**: The Café Bar presents a friendly and welcoming environment, as an integral part of the public face of the Pound arts centre.

**Reporting to:** Café Bar Manager

**Salary:** Up to £8.21 per hour according to age.

**Hours:** Immediate availability, 28 hours on a flexible rota system

**Contract:** Permanent term-time only (50 weeks per year).

# KEY FUNCTIONS

## Service

* To provide a welcoming and efficient service to members of the public, artists, hirers and promoters using and visiting The Pound, the café and gallery.
* To help maintain the highest standards of service and customer care within the arts centre.
* To establish a visible and accessible staff profile throughout the arts centre, in order to foster good relations and to provide support, advice and assistance to all visitors.
* To serve all catering products in line with set policies and procedures.
* To use initiative and creativity when preparing and presenting meals from our exciting vegetarian menu.
* To be able to follow guidelines and work to a high standard
* To be able to work well under pressure and multitask.
* To maintain the expected cleanliness standards within the café and catering areas
* whilst following company policies and procedures.
* To assist with the handling of all cafe monies and daily balances (cashing up)
* To Assist the manager in everyday tasks such as food preparation, menu planning, event organisation etc.

## Administration

* To understand and have a working knowledge of current Licensing Law, Health and Safety, Food Safety legislation and be conversant with the rules contained within. Training will be provided as required.
* To help maintain up to date and accurate records including stock control and food hygiene records.
* To assist with the ordering of stock, stock rotation and maintaining appropriate stock levels.
* To assist with the future development of the café bar.
* To assist with training and events planning

## Health and Safety

* To ensure that the company’s Health and Safety Policy is fully promoted and arrangements have been made to carry out the policy.

# To be conversant in the latest developments in Health and Safety pertaining to public buildings and act upon any issues that are raised by staff or customers by liaising with the Duty House Manager and/or Café Bar Supervisor

# Person Specification

## Essential Requirements

* Experience of working in a catering or bar environment
* Excellent customer service skills
* Excellent communication skills
* A can-do attitude and ability to cope under pressure
* Ability to work independently and use own initiative
* Ability to work as part of a team
* Reliable and trustworthy with good time-keeping skills.

## Desirable requirements

1. CIEH Level 2 Award in Food Safety in Catering
2. Barista experience
3. Experience working in licensed premises
4. Knowledge of basic health and safety requirements
5. Flexibility to work additional shifts
6. Interest in the arts

A Food Hygiene or Food Handling Certificate is required. If the successful candidate does not already hold this, you must be willing to obtain it before taking up the post.

# OTHER INFORMATION

All employees have a duty under the relevant Health and Safety at Work laws to ensure their working environment is kept free of hazards that may prove injurious to themselves, their colleagues and all those engaged in cafe business as well as any visitors

All employees have a duty to comply with The Pound arts centre's Equal Opportunities Policy in their contacts with other staff, customers and visitors.

The post holder will maintain appropriate customer confidentiality information and will be expected to comply with all aspects of the Data Protection Act.

*Pound Arts* is committed to promoting equality of opportunity in its employment practices. In particular the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.