

PART-TIME BARISTA WITH SHIFT OPENING RESPONSIBILITIES

Ground Floor Coffee shop

Application Closing Date: 5pm on Friday 9th September 2022

To Apply: Please send a CV and covering letter to Isabel Turner, Facilities Operations Manager, isabel.turner@kingsarms.org

Role: 4 days a week from 8am-1pm (20 hours per week) with the possibility of additional hours, if wanted.

Pay: £9.68 per hour

Accountable to: Coffee Shop Manager

Holiday: 25 days annual leave plus bank holidays (all pro rata)

Place of work: King's House, 245 Ampt Hill Road, Bedford MK42 9AZ

1. PURPOSE: We are looking to recruit a part-time barista to help with the daily opening of the on-site coffee shop at King's House. The person will work with our team in delivering an outstanding service to all of the guests at Ground Floor Coffee shop.

2. CONTEXT: Our desire at the King's Arms is to pursue excellence in all we do. In addition to being the home of King's Arms Church, during the week, King's House is used by the wider community as a conference venue for meetings and events. Our on site coffee shop, Ground Floor Coffee shop is open Monday-Friday from 8.30am-3pm and we are now looking to recruit a part-time barista to work with our team.

3. PRINCIPAL RESPONSIBILITIES

- Opening the coffee shop and kitchens at 8am
- Serving customers in a positive, friendly manner
- Preparing and serving food and beverages to guests in a timely manner
- Working with the coffee shop manager to ensure snacks, lunches and evening meals are cooked and served excellently
- Ensuring all areas of the coffee shop and kitchens are clean, safe and hygienic at all times and that equipment is properly maintained
- Dealing with customer comments well and taking appropriate follow up actions where necessary

- Receiving deliveries from suppliers and ensuring they are stored in the correct places
- Ensuring that menus and special boards are on display with the correct information and that they are neat and tidy

4. PERSONAL QUALITIES

It is essential that the applicant has:

- You must be proactive, well organised and motivated with a customer focused, helpful and flexible approach to work
- It's important that you have some flexibility to cover for operational requirements including staff sickness or increased peaks of activity
- Ability to obtain a Food Safety in Catering Certificate (Level 2 Award)
- Pleasant and friendly manner
- It's important that you show a commitment to the values and objectives of King's Arms Trust