

JOB DESCRIPTION FORM

Job Description

Job Title:	Cafe General Assistant
Location:	Watchtree Nature Reserve, Nr Wiggonby, Carlisle Cumbria CA5 6NL
Reports to:	Visitors Centre Team Leader
Staff responsibilities: Working alongside volunteers, no staff responsibility	
Hours of work:	Weekends and School Holidays. Zero Hours contract to suit weekend and seasonal work.
Salary Range:	Dependent on age and experience. Starting at £8 per hour for under 18's
Summary of position: We're looking for enthusiastic individuals to assist with all areas of work in our busy cafe and gelato parlour.	

Primary Responsibilities

Ensure that every visitor to Watchtree receives a smile and a warm welcome.	Accurate use of the till and cash handling.
Maintain high standards of hygiene for food preparation and service	Take food orders and prepare food.
Provide table service to customers and clear tables after use.	Complete daily opening and closing tasks to ensure consistent high standards.
Wash, dry and put away dishes and cutlery.	Become an integral part of the Watchtree team, being adaptable and willing to assist in a variety of different roles

Personal Specification

	Essential	Desirable
Qualifications & Training	GCSEs: Maths & English	First Aid at Work Food Hygiene
Experience	Excellent Customer Service Skills Disability awareness	Food preparation Housekeeping
Qualities and Attitude	Personable, Pro-active individual, Keen to learn	
Product Knowledge	Watchtree Nature Reserve: Services, facilities, and history. Environmental health	

Competencies

Financially aware and trustworthy	Reliable and punctual
Workplace House Keeping	Customer service