



Job Description

Post:	Weekend Cafe Assistant, No.1 Royal Crescent
Terms:	Weekends and bank holidays only, 10.45am-4.30pm May - mid December 2017 seasonal fixed term contract Salary based on hourly rate of £7.50/hour plus paid holiday
Reporting to:	Shop Manager, No.1 Royal Crescent
Purpose of role:	To manage the service of hot drinks, cold drinks, cakes etc to visitors to the museum

We are looking for a Weekend Cafe Assistant (or job share arrangement) to manage the service of a small cafe in the Servants' Hall at No.1 Royal Crescent (Georgian house museum). The cafe will be a 'pop-up' running only at weekends and on bank holidays.

Main duties

- Setting up the cafe each morning, turning on the automated coffee machine, laying out cakes, re-stocking the cafe fridge
- Greeting visitors to the cafe and selling hot drinks, cold drinks, ice creams and cakes
- Associated washing up of crockery and clearing of tables
- Providing excellent customer service and answering questions about the museum and the Servants' Hall (training provided). Some selling of No.1 Royal Crescent merchandise.
- Setting up the float and iPad till/card machine each morning and cashing up in the evening
- Closing down the area each night, emptying the rubbish, closing down the coffee machine, covering and storing cakes
- Keeping the fridge/freezer stocked up and the surrounding area neat and tidy at all times

In addition, the post holder may be required to undertake other duties and responsibilities compatible with the overall scope of the post.

Person specification

- Strong customer service skills
- Positive and enthusiastic approach
- Good communication skills
- Numerate and accurate with money

Previous experience in a similar role is helpful but not essential as full training will be provided. References will be required.

Please note the job is likely to involve a lot of standing.