

JOB DESCRIPTION - CAFE BAR ASSISTANT

POST: Cafe Bar Assistant

REPORTS TO: Cafe Bar Manager

JOB OUTLINE:

To support the planning and delivery of daily service at the Platform Cafe Bar, provide excellent customer service and care, contribute to effective stock management, cash handling processes and support excellent food hygiene standards.

KEY TASKS:

Cafe Bar

- Support the provision of excellent customer service at the Cafe Bar
- Monitor and report on stock levels
- Prepare fresh food and drink for sale
- Barista duties
- Bar service as required
- Serve customers at the cafe counter and table service
- Operate computerised till, cash handling, cashing up and contribute to financial reporting processes
- Clean the Cafe Bar and across all GEAC spaces at The Bridge and elsewhere as required

OTHER DUTIES:

- Undertake training including emergency first aid training in the workplace, fire warden, fire evacuation, manual handling, licensing, barista, and basic food hygiene where appropriate
- This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive, and the job holder will be required to undertake other duties and responsibilities commensurate with the role