

JOB DESCRIPTION – CAFÉ BAR ASSISTANT

POST: Café Bar Assistant
REPORTS TO: Café Bar Lead

JOB OUTLINE:

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

KEY TASKS:

Café Bar

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