

CAFÉ BARISTA

JOB DESCRIPTION

NEWLYN ART GALLERY & THE EXCHANGE

Responsible to: Café Manager

Rate: £9.50 per hour (from April)

Core hours: We are expecting the candidate to work Tue -Sat, from 11:00-14:00 each day, approximately 15 hours per week and to be available for occasional evening and longer shifts. This is a zero-hours contract.

We have two cafés; The Garden Café at Newlyn Art Gallery, and The Exchange Café in Penzance, both are calm and tranquil spaces that provide a social hub at the heart of the public art gallery.

You will be part of a small team helping to maintain the smooth running of the cafés, and assisting the Café Manager. The Café Barista will be the face of the organisation, providing fantastic customer service and informed on current gallery exhibitions and forthcoming events.

MAIN ROLES & RESPONSIBILITIES

- To always provide exceptional customer service and a high standard of coffee
- Ensuring high levels of cleanliness and hygiene are maintained.
- Being responsible for cleaning the café area and completion of daily health & safety records.
- Being responsible for the smooth running of the café during events.
- Being responsible for finance - using EPOS & SumUp till system.
- Preparing of food and beverages, level 2 Food Hygiene required.
- Being aware of Licensing laws - ensure you are aware of Newlyn Art Gallery's licensing restrictions.
- Being aware of laws of sale of alcohol.
- Being responsible for the smooth running of the café during events.
- Maintaining excellent levels of communications with the rest of the team, including the Café Manager and Visitor Experience Manager.
- Attending team, front-of-house, and staff meetings as appropriate.
- Willingness to attend training as appropriate.

Person Specification

Attributes	Essential	Desirable
Qualities	<p>A friendly and confident demeanour</p> <p>A sense of responsibility</p> <p>Ability to work as part of a team</p> <p>A flexible approach to working</p> <p>Great customer service skills</p> <p>Ability to communicate clearly</p> <p>Reliable and honest</p> <p>Efficient and well organised</p>	
Experience	<p>Working in a café environment</p> <p>Barista experience</p> <p>Experience of using a till</p>	
Knowledge of	<p>Food handling & food hygiene</p> <p>Current licensing laws</p>	An interest in contemporary art and design



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