**Job Description – FULL TIME (37.5 Hrs) Barista/Cook**

**Temporary - (Maternity Cover)**

Location: FOVPS Community Building in Victoria Park, Stretford

Reporting to: Café Manager

Responsible for: Weekend Staff and Volunteers

Diversity: Equality of opportunity is at the heart of what we do, and we welcome contributions from all.

Safeguarding: We operate a Safer Recruitment Policy which ensures that all our staff are committed to safeguarding and promoting the welfare of children and adults at risk. This post is subject to an enhanced DBS check.

Other details:

* Living Wage employer
* 3% employer pension
* 25 days (pro rata for full time roles) plus 8 statutory bank holidays rising 1-day year to a maximum of 30 days.
* Plus 1 day for wellbeing day and 1 day for birthdays
* Plus, up to 2 days a year for volunteering

Summary of the Role

Our busy tearoom is looking for a friendly and experienced server to provide excellent service to our guests. As a member of our team, your main responsibilities will include taking food and drink orders from guests, preparing food and drink orders, and collecting payment.

Successful candidates will have a passion for customer service and previous experience in the cafe industry. If you perform well under pressure in a fast-paced environment, and you enjoy working with other staff to deliver high-quality guest experiences, we’d love to hear from you.

. Main responsibilities

* Assist in the preparation and cooking of all menu items for daily sales and events, following recipes and presentations for food and beverage items, if needed
* Consistently provide well-crafted, beautifully presented and tasty beverages
* Taking client orders and receiving payment
* Speaking and interacting with both new and regular customers
* Maintaining a clean and sanitised working environment
* Following health and safety guidelines
* Regularly performing stock checks in the tearoom and placing new orders
* Being aware of and following operational policies and procedures, HACCP, COSHH.
* Being punctual and maintaining regular and consistent attendance
* The ability to work flexible hours and shifts which may include early mornings, late nights, weekends and bank holidays
* Contributing to a positive work environment
* Set up and clear tables promptly after use
* Receiving and putting away of deliveries in a timely manner.

Requirements and Qualifications

* Experience working in a fast-paced hospitality environment
* Strong customer service skills and a passion for interacting with people
* Ability to perform duties under pressure with a friendly and patient attitude
* Strong time management skills, with a prompt and organised approach to your work
* Ability to work well with other staff in a high-energy setting
* Familiarity with general cash handling procedures and POS systems
* Basic IT Knowledge
* Ability to provide a clean, safe environment for guests as per COVID-19 protocols
* Honesty, integrity, and a self-motivated attitude
* Food Hygiene Level 2.

Our Behaviours

Integrity

Opportunities and respect for all,

Families and Friendships,

Inclusivity,

Responsive to community needs,

Caring and supportive,

Ethical and Sustainable.