

Kilmartin House Trading Company Ltd

Café Assistant



Job Description

Salary and Benefits

The salary will be commensurate with qualifications and experience, in the range £5.90 to £7.50 per hour dependent on qualifications and experience. Working hours can be either part time or full time, as agreed and spread over 7 days with the need for occasional evening work.

Role

As Café Assistant, you will support the Café Manager to maximise profit while retaining quality of food and service as well as the good reputation of the establishment which has been built up since the café opened in 1997. You will adhere to the Museum's mission statement, strategic objectives, policies and procedures, and support the manager in ensuring these are upheld by all the other staff.

You will report to the Café Manager.

Main Tasks

- Taking orders, serving customers and maintaining excellent customer services
- preparation of food
- Cleaning tables, washing up
- Handling cash
- Working with the Café Manager to ensure stock rotation to minimise waste
- Assisting with the marketing of the Museum and Café
- Physical security of museum buildings
- Assisting the Café Manager in the financial management of the café including daily till takings, weekly income and reporting of monthly profit and loss
- Maintaining appearance and uniforms
- Assisting the Café Manager in ensuring café, associated stock rooms, freezers and bin areas are clean and comply with environmental health regulations.

Person Specification

Essential Requirements

- Experience of working in a similar catering establishment
- Experience of handling cash and trustworthy
- Excellent customer service skills

Desirable Requirements

- Knowledge of, and interest in, museums and archaeology
- Events catering and organisation experience
- Demonstrable customer services skills
- Demonstrable food preparation experience
- Experience of environmental health regulations in a catering environment