



## **JOB DESCRIPTION**

Job title:	Bar and Coffee Shop Assistant
Responsible to:	Bar Manager
Location:	Based at Trinity Hall
Hours of Work:	Basic 20 hours per week. To include shifts, evening and weekend work and due to the nature of the work you may be required to work additional hours during busy periods
Objective:	To provide an efficient bar and coffee shop service to Fellows and their guests, members of the College, students, and conference guests
Experience:	Barista / bar experience

### **Main Duties and Responsibilities**

- Serving in the bar and coffee shop, always ensuring a consistent high standard of service and products.
- Ensure that the coffee Shop and bar open and close on time and is ready to trade.
- Undertaking cleaning tasks in accordance with the cleaning schedule.
- Assistance with ordering supplies and stock control, recording any wastage.
- Handling of cash and credit card transactions.
- Ensure that all till and cashing up procedures are followed.
- To work with the Bar Manager to source new products for both the coffee shop and the bar; considering current/seasonal trends and competitive pricing.
- Actively ensure that health & safety and licensing legislation is being observed.
- Flexibility to work when required and ability to adapt to changing working methods.
- To work with the Catering team on College and other events outside of term time.
- To maintain the high standards of the College's Catering Department.
- To ensure that the principles of 'safe working practice' is adhered to at all times.
- Able to work well both individually and as part of a team.
- To be dressed appropriately at all times.
- To undertake further training when required.
- Undertake other reasonable duties as considered necessary and appropriate by the Bar Manager/Director of Conference and Catering.

**Trinity Hall reserves the right to change the duties detailed in this job description at any time.**

**Changes will be introduced following discussion with the postholder.**

## Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role

Criteria	Essential	Desirable
<b>Qualifications and Education</b> <ul style="list-style-type: none"> <li>Educated to GCSE Level or equivalent</li> <li>NVQ or equivalent cleaning qualification</li> </ul>		✓ ✓
<b>Skills/knowledge/training</b> <ul style="list-style-type: none"> <li>Excellent customer service skills</li> <li>Excellent communication skills</li> <li>Experience of Microsoft Office/email</li> <li>Knowledge of health and safety issues within the workplace</li> <li>Knowledge of manual handling practices</li> <li>Level 2 Food Hygiene certificate</li> <li>Trained Barista</li> <li>Knowledge of Alcohol Licensing</li> </ul>	✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience within a similar environment</li> <li>Handling cash</li> <li>Experience in dealing with customers face to face</li> <li>Stock control</li> <li>Identifying cost savings and improvements</li> </ul>	✓ ✓ ✓	✓ ✓
<b>Personal attributes</b> <ul style="list-style-type: none"> <li>Conscientious and reliable</li> <li>Friendly, co-operative and approachable</li> <li>Honest</li> <li>Smart and tidy appearance</li> <li>Attentive to detail</li> <li>Ability to work well both individually and as part of a team</li> <li>Flexible approach</li> <li>Willingness to learn new skills and undertake further training</li> <li>Good timekeeping</li> <li>Organised</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	