



Part-Time Café Assistant Job Description

OVERVIEW

The Cafe Assistant will assist with the day-to-day operations of the food counter and smooth running of the café seating area.

JOB DESCRIPTION

Counter Duties

- Food preparation and serving
- Making teas and coffees
- Carrying out day-to-day hygiene and cleaning arrangements
- To support & implement the health & safety policy: food stock rotation, food labelling and record keeping
- Dealing with customers and taking orders
- Handling cash and daily reconciliations
- Ensuring café area is stocked with supplies and clean and tidy

Customer Service

- Providing a high level of customer service at all times
- Excellent communication skills and happy temperament
- Ensure all comments and complaints are logged and dealt with in a courteous manner.
- Remaining up to date on activities and events in the centre

Health & Safety

- Carry out health and safety duties as specified in the organisation's safety statement
- Individual will be required to wear all black and will be provided with a uniform apron. Hair must be tied back at all times and hand/nails kept tidy.

Other

- Any other duties as assigned
- Attending internal meetings and training as agreed

Position details

- This is a part time, permanent position, 20 hours per week minimum from Monday to Saturday. Working primarily Monday to Friday, 10am to 2pm.
- Rate of pay €10.50 per hour