

Job title:

Cafe Assistant

**Main purpose of job:**

To serve customers, prepare drinks, prepare food and clean

Relationships:

- a) Responsible to: The Managers and Partners
- b) Responsible for:
- c) Liaison with: Cafe Assistants, Chefs, Cooks, Washingpool Kitchen and Farm Shop staff, Managers, Partners and Customers

Main tasks of the job:

- Serving customers at the counter or table
- Advising customers on menu choice
- Responding to customer's feedback
- Answering the telephone and responding to the call
- Operating the till and card machine
- Communicating with colleagues and Chefs/Cooks to ensure customers special requests are catered for
- Communication with colleagues and Chefs/Cooks to ensure you have good knowledge of ingredients and allergens in dishes
- Operating the coffee machine and blender
- Putting together drink and cake orders
- Warming and plating up desserts
- Food preparation
- Helping to put together food orders
- Taking drink and food orders to tables both inside and outside
- Clearing tables
- Washing up both by hand and using dishwasher and putting clean items away
- Take responsibility for using all kitchen equipment correctly
- Adhering to all food hygiene regulations and procedures
- Cleaning to include all kitchen and restaurant areas, tables, chairs, floors, coffee machine, dishwasher, toilets, sinks, windows, skirtings and ensure records are correctly completed at end of each shift
- Checking stock levels, reporting and ordering
- Stock taking
- Reporting any breakages, damages, shortages, spillages and actioning
- Helping with general duties in farm shop as business dictates
- On your feet for the shift
- Take reasonable care of your own and other people's health and safety
- Always being well mannered and polite
- Personal hygiene to highest possible standards
- Uniform = Washingpool T-shirt and jumper, tidy black trousers/skirt, flat dark closed toe shoes, hair tied back, no jewellery except wedding ring, no nail varnish or false/acrylic nails
- Responsible for cleanliness of all uniform and footwear
- Time sheet to be completed correctly at end of each shift, totalled and signed at end of each working week

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Additional information:

Hours of Work

- Hours - As the business dictates, between the hours of 8:00am and 5:30pm
- Able to be flexible with working hours
- Fixed Term position - June to end September 2025

Rate of Pay

- Minimum wage/national living wage, payable weekly in arrears
- Staff discount of 20% off products in the shop and cafe for staff only (non-contractual)

Skills

- Friendly and outgoing
- Excellent customer service
- Able to work well as part of a team
- Self-motivated
- Must be over 16 years old

Probationary Period

- The first 8 weeks of employment will be a probationary period during which you and your employer would have an opportunity to assess your suitability for the position appointed.

To be considered for this role please either send us your covering letter and CV or complete our application form and return it to us. Our email address is info@washingpool.co.uk , our postal address is Washingpool Farm, Bridport, Dorset, DT6 5HP or hand in to our Farm Shop.