

CAFÉ/BAR ASSISTANT

Description:

Successful candidates will be joining the established Cofa's Team, and will be expected to work in any of the Cafe Bars throughout the City, and on Special Events.

Previous experience of working in a Café Bar, or service industry at a high standard is desirable, although candidates who are able to demonstrate a can do attitude, flexible approach to work, and friendly persona will also be considered.

Successful candidates may have to work days, evenings or weekends, and a flexible attitude to work is therefore a must. Cofa's have units at Centre AT7, The Xcel Leisure Centre, Alan Higgs Centre, Coventry Sports and Leisure Centre, and Brandon Wood Golf Course and candidates will be expected to work across these sites.

Benefits include:

- Free use of our facilities over three sites (Xcel Leisure Centre, Alan Higgs Centre & Centre AT7)
- Excellent training and development prospects

Department:

Commercial

Hours:

Various hours available

Hourly Rate:

£5.35 (topped up as appropriate in accordance with NMW and NLW)

For an application pack please visit www.covsf.com/jobs

Closing date for applications: Ongoing Vacancy



Job Title: Bar and Café Assistant.

Job Purpose: To ensure that Bar and Waiting Services provided by the Foundation meet the demands and requirements of Centre users, whilst Company Policies are being adhered to and Service Expectations are being met.

Responsible To: Café/Bar Coordinator

Responsible For: Work Placements.

Main Tasks:

- To provide a front line customer service function in terms of the bar and service areas, serving drinks and snacks, taking food orders, and serving on tables as required.
- To be involved in cash – handling procedures, and responsible for till balances.
- To ensure that the Bar Servery, and Customer Areas, are cleaned and maintained to the standard laid down in Company procedures, and associated paperwork is carried out as required.
- To liaise with the Events and Hospitality Manager regarding any aspects of extraordinary maintenance and cleaning.
- To be familiar with and work within all operating policies and procedures appropriate to the Bar provision. Especially in relation to health and safety and food hygiene regulations.
- To maintain all storage and cellar areas in a clean and tidy condition and ensure bar areas are stocked as directed, bearing in mind stock rotation.
- To ensure that a high standard of customer care is maintained at all times and to respond to all customer enquiries or complaints effectively and efficiently.
- To attend any relevant meetings.
- To attend training/refresher courses as are appropriate to maintain qualifications and standards of good practice.

- The employee will be required to work and carry out the tasks as defined in the Employment Specification at a range of sites that are either operated or managed by the Foundation.
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities between the facilities of the company.
- To generally help promote the work and public image of the company, by always maintaining high standards of personal appearance and adopting a friendly but professional approach to the public.
- To undertake other duties, as specified by Line or Senior Management which are appropriate to the level and general responsibilities of the post.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.

	Essential	Desirable
Knowledge		<ul style="list-style-type: none"> • Working knowledge and experience of bar work. • Experience of cash handling. • Experience of dealing with groups and functions. • Knowledge of cellar procedures. • BIIB Barpersons Qualification.
Skills	<ul style="list-style-type: none"> • Ability to work as part of a team. • Ability to use initiative in unsupervised settings. • Good communication skills. 	<ul style="list-style-type: none"> • Food hygiene certificate. • First aid qualification. • Customer care skills. • Good standard of literacy and numeracy.
Attributes	<ul style="list-style-type: none"> • Presentable in personal appearance. • Enthusiastic and confident. • Have a highly flexible approach to work and working patterns. 	<ul style="list-style-type: none"> • Desire to further training and career development prospects.
Other	<ul style="list-style-type: none"> • Ability to work unsociable hours/weekends and split shifts. 	