**Job Description**

The Pavilion Café Casual Assistant

April 2023

1. **Core role**

**The** **Pavilion Café Casual Assistant** will have great customer service skills and be able to work in a small team, serving freshly ground coffee, cold drinks, ice creams and other light snacks using an Epos till system.

1. **Duties**

2.1 Open and close café, including daily checks

2.2 Serve customers

2.3 Hire putting and tennis equipment and take deposits

2.4 Clear tables

2.5 Keep café clean, daily cleaning including washroom and deep clean

2.6 Deal with customer queries and complaints

2.7 Check stock and re-fill when necessary

2.8 Inform line manager when stock is low to re-order

2.9 Record any accidents and incidents

2.10 Cashing up

* 1. Assist with any reasonable request from management
1. **Training**

The postholder will be expected to undertake a comprehensive induction programme, which includes Manual Handling training, Food Safety training and in-house training.

1. **Uniform**

You will be provided with a polo shirt which must be worn whist working.

You will need to provide your own black trousers and suitable, closed-toe black footwear.

1. **Note**

The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of duties or the level of responsibility entailed.

Hourly Rate: From £9.18

Hours: Varied, Monday - Sunday