

BARTON PEVERIL SIXTH FORM COLLEGE

JOB DESCRIPTION



Job title: Café/Hospitality Team Member

Department: Catering & Retail

Line Manager: Business Manager Catering & Retail

Hours of Work: 25 hours per week, term time only (39 weeks of the year + 3 Additional days per year for training, cleaning etc.).

To work 5 out of 7 days on a rota basis to meet the needs of the business which will include evenings & weekends.

Job Purpose: To be an active member in delivering a first class Catering & Retail service here at Barton Peveril Sixth Form College, to ensure both internal and external customers receive the best customer care possible.

Key Responsibilities

- Preparation and operation of cafes or any other catering/retail outlet that you are assigned to, to ensure they are ready for the relevant service times.
- Preparation and operation of all service areas, to ensure they are ready for the relevant service times.
- Setting up, operating & cleaning of Espresso machines as per the training you have received.
- Preparation, operation & closing down of servery counters
- Setting up, operation and cashing up of tills.
- Maintaining equipment, such as vending machines, coffee machines, etc.
- Ensuring both internal & external customers receive the best possible customer service.
- Follow cleaning schedules, in order to adhere to legal requirements.
- Follow closing down procedures for all service areas to ensure high standards are maintained at all times.
- Produce or deliver any hospitality requests.

Additional responsibilities

- Work in various catering outlets across the site to meet the needs of the business when necessary.
- Report any maintenance issues you have to your Line Manager
- Attend all Health and Safety and training sessions as required
- Report all accidents/sickness following the College's procedures
- Assist in the smooth running of the department at all times, especially during times of sickness, holiday etc.
- The post holder will carry out any reasonable request made by either their Line Manager or the Principal.