

# Barista / Catering Assistant

## Job Specification

Chequer Mead in East Grinstead hosts over 250 events per year both in the main auditorium and throughout the venue. The theatre offers a mixed programme of professional and community events and hosts many other events throughout the theatre. In addition the venue shows selected films and performances streamed live and hosts special cinema events.

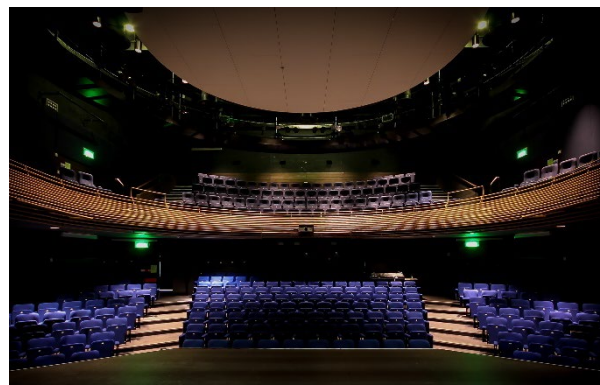
We are currently looking to recruit a number of enthusiastic staff whose role will include that similar to a barista as well as additional support to the kitchen for a new exciting chapter for food and beverage at Chequer Mead.

We are looking for individuals to support the catering manager in the day-to-day operation of a busy coffee shop and bar for September 2019. The role will include serving customers food and drinks, table service, simple kitchen food prep and other general duties.

In addition, all staff within the catering team play a part in ensuring our hygiene levels are kept to an excellent standard and stock control and health and safety measures are monitored at all times.

The successful candidate will be able to show excellent communication skills and have a great attitude towards customer service.

As is the nature of the entertainment and hospitality businesses, this position requires regular evening and weekend working. This position is a zero-hour contract and as a result "flexi-time" is offered. We are also likely to be able to offer more structured shifts as the business develops.



Main Auditorium



**Role responsible to:** Catering manager.

**Responsible for:** None.

**Status:** Zero hour contract

Employment is subject to a three month probationary period.

**Salary:** £8.50 p/h + 12.07% equivalent holiday pay

**Ideal Starting Date:** 30<sup>th</sup> August 2019, however this is flexible.



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Requirements	Essential	Desirable
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent customer service skills</li> <li>• Good writing and communication skills including on the telephone</li> <li>• Good computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a commercial kitchen environment at any level</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a customer facing role within the café/bar/restaurant or retail environment</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a customer facing, catering environment</li> <li>• Previous experience with ePOS till systems</li> </ul>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to a minimum of GCSE or equivalent standard with a minimum of 5 GCSEs or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Barista Training</li> <li>• First Aid At Work</li> <li>• Fire Marshal Training</li> <li>• Food Safety and Hygiene Level 1/2</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Organised with attention to detail</li> <li>• Ability to work as a team or independently</li> <li>• Able to undertake physical lifting</li> <li>• Absolute trustworthiness in relation to the handling of cash</li> <li>• Ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Act as a key holder</li> </ul>



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CHEQUER MEAD  
THEATRE



## Specific Job Responsibilities and Tasks

*The following list is not exhaustive and subject to change as the business needs grow and develop.*

- Serve customers to a high standard, being knowledgeable of our product lines, some of which include
  - Hot and cold drinks
  - Snacks and bakery items
  - Sandwiches and light lunches
  - Hot food
- Serve customers at tables
- Prepare basic menu items, following direction and training from the catering manager
- Act as a kitchen porter where required, including washing of dishes
- Assist with keeping food hygiene levels to a high standard throughout the kitchen and serving areas
- Cash up the tills at the end of service, run Z reports and collate receipts at the end of day for banking
- Be comfortable and flexible to work both front of house as well as taking part in some basic kitchen activities
- Assist with the cleaning programme where required
- Working with senior management, create new menus and adjustments to keep the menu fresh for our customers
- Ensure you offer excellent customer service to all customers
- Maintain friendly relationships with customers to increase loyalty and boost our reputation
- Assist with functions and special events that require catering within the venue

Please note that the role is not limited to this description and may vary according to the needs of the venue.

For more information, please contact Will Perkins, General Manager (E-mail: [will@chequermead.co.uk](mailto:will@chequermead.co.uk) Office: 01342 325577).

To apply please send your CV and a covering letter to Will Perkins, General Manager  
E-mail: [will@chequermead.co.uk](mailto:will@chequermead.co.uk) or  
Post: Chequer Mead Theatre, De La Warr Road, East Grinstead, West Sussex, RH19 3BS

