



16-22 Commercial Road, Paddock Wood, Tonbridge, Kent. TN12 6EJ 01892 833464

SALES ASSISTANT/ STOCK PERSON

WORKING IN THE COFFEE SHOP

TO START IMMEDIATELY

Hours:

Regular hours of approx. 7.5 hours per week (Alternate Tue/Thurs shift plus every Saturday). All hours are usually for work within our busy Coffee Shop. Flexibility is required to cover additional shifts during the week due to holidays, sickness and seasonal busy periods.

Benefits:

5.6 weeks holiday per year, this includes English public holidays.
Discretionary discount on goods for own use. Staff room inc. free beverages.

Tasks:

To give customers a high standard of service. Gain in depth knowledge to assist in giving personal service.

You will be required to:

- Pro-actively engage with the customer to assist their shopping experience and maximise sales.
- Uphold a high standard of food safety and hygiene routines.
- Use your cooking skills to produce the dishes from our menu.
- Learn how to use the barista machine to produce an array of hot drinks.
- Prepare food & goods for sale, unpacking, checking, pricing and general stock control.
- Be proficient in completing relevant paperwork/documents.
- Assist with good housekeeping of the department, keeping it clean, tidy and inviting.
- Washing up, table clearing and cleaning in all areas.
- Work as part of the department team.
- Learn the opening & closing routines of the Coffee Shop.
- To assist generally in the well running of the store.
- Have an awareness for personal and company security.
- Be flexible in any department if required.

The successful Applicant should possess the following qualities:-

Adaptable and Reliable:

Work as part of a team to tackle different situations cheerfully with flexibility.

Helpful Attitude:

This position provides a service to customers that the whole store may be judged by. A friendly helpful attitude is essential.

Trustworthy:

Accurate Till/Cash handling and stock handling with the utmost integrity.

Hygiene/Health & Safety:

Be mindful of responsibilities to others and yourself in respect of current legislation. Preferable to have "CIEH level 2 award in food safety in catering" or to attend training and pass the examination.