



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

SALES ASSISTANT/ STOCK PERSON

WORKING IN THE COFFEE SHOP

TO START BEGINNING OF JANUARY FOR AN INITIAL 12 WEEK PERIOD (END MARCH)

Hours:

We are looking for someone to join our team on a flexible basis to help with holiday and sickness cover. All hours are usually for work within our busy Coffee Shop.

Benefits:

£12.25 per hour. 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.