## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Café Barista</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Catering</td>
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<tr>
<td>Job purpose:</td>
<td>To supervise a consistently high barista style coffee service.</td>
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</tbody>
</table>

### Specific duties:
- Produce a range of barista quality hot drinks in a timely manner.
- Maintain customer areas to a high standard.
- Ensure products are correctly displayed and of good quality.
- Maintain good customer service.
- Maintain smart, clean appearance.
- Be familiar with current menus, ingredients, and allergen information.
- Attend team briefings, training days and mentoring when required.
- Be responsible for food safety, health & hygiene and show an appropriate level of understanding.
- Complete cleaning and food safety schedules to high standards.
- Provide reports for the Café as required.
- Liaise with kitchens on fresh food stocks.
- Comply with current legislation regarding food safety, health & safety and HACCP compliance.
- Report any accidents to the manager. Occasionally required to work in other areas of the catering department as and when required, Formal halls, servery etc.

### Works with:
- Catering Manager, Chef, Servery Supervisor, and Hall Supervisor

### Responsible for:

### Responsible to:
- Catering Manager
## PERSON SPECIFICATION

| Qualifications:                        | • Able to communicate to customers and colleagues in English  
|                                       | • Able to understand basic written English for example menus and allergen information |
| Experience:                           | • Barista style coffee making.  
|                                       | • Café or similar work experience |
| Skills:                               | • Organise and work to deadlines  
|                                       | • Able to provide positive, friendly customer service. |
| Special requirements:                 | • Weekend and evening working |

## REVIEW

*These job and person descriptions are non-contractual*

| Current incumbent: | New Post |

Reviewed by Head of Department:

**Signature:**

**Name:** Ivan Higney

**Date:** 18/01/22