



# JOB AND PERSON DESCRIPTION

**DARWIN COLLEGE**  
CAMBRIDGE - CB3 9EU

Registered Charity Number 1141105

## JOB DESCRIPTION

<b>Job title:</b>	Café Barista
<b>Department:</b>	Catering
<b>Job purpose:</b>	To supervise a consistently high barista style coffee service .

<b>Specific duties:</b>	<ul style="list-style-type: none"><li>• Produce a range of barista quality hot drinks in a timely manner.</li><li>• Maintain customer areas to a high standard.</li><li>• Ensure products are correctly displayed and of good quality</li><li>• Maintain good customer service.</li><li>• Maintain smart, clean appearance</li><li>• Be familiar with current menus, ingredients, and allergen information.</li><li>• Attend team briefings, training days and mentoring when required.</li><li>• Be responsible for food safety, health &amp; hygiene and show an appropriate level of understanding.</li><li>• Complete cleaning and food safety schedules to high standards.</li><li>• Provide reports for the Café as required.</li><li>• Liaise with kitchens on fresh food stocks.</li><li>• Comply with current legislation regarding food safety, health &amp; safety and HACCP compliance.</li><li>• Report any accidents to the manager.</li></ul> Occasionally required to work in other areas of the catering department as and when required, Formal halls, servery etc.
-------------------------	---

<b>Works with:</b>	<ul style="list-style-type: none"><li>• Catering Manager, Chef, Servery Supervisor, and Hall Supervisor</li></ul>
--------------------	---

<b>Responsible for:</b>	
-------------------------	--

<b>Responsible to:</b>	<ul style="list-style-type: none"><li>• Catering Manager</li></ul>
------------------------	--



# JOB AND PERSON DESCRIPTION

**DARWIN COLLEGE**  
**CAMBRIDGE - CB3 9EU**

*Registered Charity Number 1141105*

## PERSON SPECIFICATION

<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Able to communicate to customers and colleagues in English</li><li>• Able to understand basic written English for example menus and allergen information</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Barista style coffee making.</li><li>• Café or similar work experience</li></ul>
<b>Skills:</b>	<ul style="list-style-type: none"><li>• Organise and work to deadlines</li><li>• Able to provide positive, friendly customer service.</li></ul>
<b>Special requirements:</b>	<ul style="list-style-type: none"><li>• Weekend and evening working</li></ul>

## REVIEW

*These job and person descriptions are non-contractual*

<b>Current incumbent:</b>	New Post
---------------------------	----------

**Reviewed by Head of Department:**

**Signature:**

**Name: Ivan Higney**

**Date: 18/01/22**