



BARISTA

Job Description

JOB DETAILS	
Job title:	Barista
<i>This vacancy has various weekday, evening and weekend shifts available depending on successful applicants availability, more information is available on request.</i>	
Location:	The Nest, Holt Road, Horsford, Norwich, NR10 3AQ
Salary:	£5 - £9.50 per hour dependent on age and experience
Contract:	Casual, working week to be confirmed on appointment
Line Manager:	Cafe Manager
Job Purpose:	Based in The Nest's cafe, the Barista's role includes preparing and serving a selection of beverages and food (hot and cold), as well as supporting the wider catering team.
OBJECTIVES	
1.	To prepare and serve barista-style hot beverages, cold drinks plus selection of hot and cold foods.
2.	To provide excellent customer service
3.	To support the events team with any events and functions held at The Nest
4.	To ensure the catering operations are effectively organised and delivered, ready for customer use

THE NEST VISION
To create a safe, nurturing environment that allows people in our community to develop skills, get active, and realise their potential

ROLE SPECIFIC RESPONSIBILITIES

1.	To provide excellent and efficient customer service, exceeding their expectations
2.	Accurately take orders and serve customers, whether behind the counter or through table service
3.	Stocking of café products behind the counter and in the vending machines
4.	Money handling through contactless payments
5.	Prepare and serve a selection of hot and cold foods and beverages in a professional and timely manner
6.	To ensure all facilities are ready for customer use
7.	Ensure the café area is clean and presentable
8.	Ensure the food area, kitchen and all associated preparation areas and equipment is cleaned during and at the end of service
9.	Ensure all health and safety and security regulations are adhered to
10.	Support Nest staff with any other duties as and when required

SAFEGUARDING STATEMENT

Norwich City CSF is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

EQUALITY STATEMENT

Norwich City CSF is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

Person Specification

	KNOWLEDGE	ESSENTIAL	DESIRABLE
1.	Food hygiene certificate		✓
2.	Knowledge of food preparation and the service sector		✓
3.	COSHH requirements		✓
4.	An outstanding attitude to customer service and excellence	✓	
	SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
5.	Experience of working in a customer facing environment	✓	
6.	Experience of handling payments and cashing up processes	✓	
7.	Experience of preparing and serving Barista style beverages		✓
8.	Experience of working in a busy, fast paced environment		✓
	PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
9.	Excellent communication and interpersonal skills	✓	
10.	Ability to work individually and as part of a team	✓	
11.	Excellent organisational skills and attention to detail	✓	
12.	Willingness to work unsocial hours, including evenings and weekends		✓



Application Process

HOW TO APPLY

All applications must be submitted through our online Safer job application form and must be accompanied by an up to date CV and supporting letter detailing why you would be suitable for the role - www.communitysportsfoundation.org.uk/vacancies

Interview date:

On request

If you have not been contacted within 5 working days it means that you have been unsuccessful and not shortlisted for interview on this occasion.

For more information about the vacancy please email csfrecruitment@norwichcitycsf.org.uk

Please be aware any offer of work is subject to a fully completed enhanced DBS disclosure and satisfactory references and any offer of employment may be withdrawn should you not meet safeguarding requirements.