

Jasmin Vardimon

Creative Enterprise Quarter
Javelin Way, Henwood Estate
Ashford, TN24 8FN
@jasminvardimoncompany
jasminvardimon.com

h.o.m.e

Job Description: Barista & Café Assistant

The JVHome Cafe is looking for a Barista & Café Assistant, to help run our modern cafe located in the new Jasmin Vardimon Home building, situated within the Creative Quarter at the Henwood Business Estate. The cafe serves speciality coffee from super-local award winning roastery Mont58 as well as locally sourced food and drinks. The café serves not only local customers and visitors to the dance studios, it also provides a creative meeting space where people can come in to work, relax or catch up with friends and enjoy great quality food and drinks.

In this role you will be working with a small team to ensure the smooth day to day running of the cafe. You will help customers to choose their food and drinks, make quality coffees, exhibiting knowledge about the various coffees on offer, prepare and serve sandwiches and light meals, and ensure the cafe is clean and tidy and presentable at all times. Our ideal candidate is enthusiastic, possesses excellent customer service skills, has a genuine interest in all the above, and will provide a welcoming front of house presence to all visitors to the building.

Whilst previous experience would be advantageous, training will be given on any aspects of the role the successful candidate is unsure of.

How to apply

Please send to events.jvhome@jasminvardimon.com

- A current CV
- A personal statement (no more than 1 side of A4) which outlines what attracts you to this role and why you believe you have required attributes.

Shortlisted candidates will be invited to interview at Jasmin Vardimon Home, Creative Enterprise Quarter, Javelin Way, Ashford TN24 8FN, following a short telephone interview.

We do not and will never share your data with a third party, unless required to do so by law. All information provided on your application is stored securely, digitally, and any hard copies will only be accessible to a small number of necessary staff and Board members.

As part of our commitment to equality and diversity all disabled applicants who meet the full job description and personal specification are guaranteed an interview.

If you have any access needs for interview, please e mail in advance.

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Job Title:	Barista & Cafe Assistant
Salary:	£12.21 per hour
Contract:	Permanent, part-time
Responsible to:	Café Manager
Location:	JV Home, Javelin Way, Ashford, Kent TN24 8FN
Hours of Work:	Up to 5 days a week (full time equivalent), flexible hours. Varying shifts within the hours of 8.45am - 3.30pm Monday to Saturday
Notice period:	1 month by either party.
Annual Leave:	22 days per year pro rata plus the usual bank holidays.
Pension:	Employer and employee contributions are paid in line with current government guidelines
Overtime:	There is no entitlement to overtime pay. Any additional hours worked will be given as time off in lieu (agreed in advance)
Key relationships	Café Manager, General Manager, Events & Building Coordinator

Job Description

Key Responsibilities

- Prepare espresso-based drinks using a professional coffee machine
- Prepare and serve other hot and cold drinks
- Prepare and serve bakery snacks foods such as cookies, pastries and muffins
- Exhibit knowledge about the various coffees and blends and make recommendations about coffees for home brewing
- Prepare and serve light meals such as toasted sandwiches and salads
- Receive and process payments
- Form welcoming relationships with customers to increase loyalty and boost our reputation
- Set up and/or close down the café as needed
- Receive delivery of café supplies
- Ensure all cafe areas are clean and tidy at all times
- Signpost people to the different parts of the building as required
- Attend team and staff meetings as appropriate
- Comply with health and safety and other statutory regulations

Required attributes

- Able to work within café opening hours: Varying shifts within the hours of 8.45am -3.30pm Monday to Friday - these will typically 4 or 5 hour shifts.
- Excellent communication and customer service skills
- Punctual
- Friendly and enthusiastic
- Proactive

Desirable experience and skills

- Experience working in the food or hospitality industry
- Previous work experience as a Barista
- Formal Barista training
- Hold a food hygiene 2 certificate (JVC will facilitate training if not held).

This job description is a guide to the nature of the work required of the Barista & Cafe Assistant. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and cafe manager as required