



Bracknell Town Council

Casual Pavilion Assistant

Pavilion Coffee Shops

Role:

- Prepare and serve hot drinks, snack foods and confectionery for customers
- Maintain the cleanliness of the coffee shops and adjacent facilities including occasional litter-picking etc.
- Prior to shop opening to clean, including public areas, ready for the day's service

Pay: £8.72 per hour is currently paid for all hours worked.

Hours: Evening and weekend shifts as well as school holiday and half term shifts will be available. The locations, number and hours of work will be discussed at interview.

Uniform: suitable corporate clothing will be provided.

Experience: The ideal candidate will have some retail experience and a Food Hygiene Certificate, although this is not essential and full training will be given. The ability to attend at any of the three coffee shops within the Bracknell area is desirable. Flexibility to be able to occasionally work a shift at short notice and at weekends would also be particularly useful.

About us: More about us is at: <http://bracknelltowncouncil.gov.uk/>

For further information and an Application form please ring 01344 420079 or e-mail enquiries@bracknelltowncouncil.gov.uk

Closing Date: 9am – Friday 23rd June 2017

Interviews: likely to be held the week of 26th June 2017.



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JOB DESCRIPTION

As part of a team, to provide a friendly and welcoming service for customers at the Town Council's Pavilion facilities. Cash handling is part of the job responsibilities. Staff may be asked to work at any of 3 sites across Bracknell, and evening and weekend working is required. Staff report to the Pavilion Supervisor

ACCOUNTABILITIES

- Open and close facilities on time
- Complete tasks to a high standard
- Utilise equipment in accordance with instructions.
- Liaise with other staff and service users / members of the public in a friendly and professional manner
- Comply with the Council's Health and safety requirements to achieve a safe working environment for staff and customers

PERFORMANCE INDICATORS

- Compliments received from public regarding the service provided
- No problems with the use of specialist equipment
- Compliance with health and safety requirements
- Timesheets correctly completed and delivered to the office on time.