

## JOB DESCRIPTION

**Job Title:** Cafe Team Member  
**Reporting to:** Management Team  
**Job Type:** Summer Holidays

### Outline of job

This is a part-time position with responsibility for serving food and beverages to visitors.

**Kents Cavern, is an award-winning attraction and renowned prehistoric site situated in Torquay, with a “Taste of the West; Gold” restaurant facility; Firestone Kitchen. We are looking for a Café Team Member to join our dynamic and friendly team.**

The candidate must have good interpersonal skills, a smart appearance and a confident approach to dealing with the public. The candidate will also demonstrate a passion for up selling and pleasing customers. Previous experience in a hands on “front of house focused” hospitality business is desirable but not essential as full training will be given. You must be confident to work on your own as well as with a team. The role involves constant interaction with the general public and the candidate must be able to deliver consistent quality to varying number of visitors through the application of good preparation and planning. You will be required to wear uniform that is provided.

### Outline of Duties

The following list is an outline of duties required from the role.

#### Servery Operations

- Preparation of hot and cold drinks including barista coffees.
- Maintain the cleanliness of all the catering space including the restaurant and garden areas including sweeping and mopping the eating areas.
- Serve customers in an efficient professional manner.
- Operation of a till and credit card machine.
- Delivering food and drinks to customers and clearing tables.
- Ensuring the servery is properly and efficiently stocked throughout the day in accordance with instructions.

#### Kitchen Operations

- Maintaining the highest standards of cleanliness and hygiene and following daily procedures and checklists.
- Labelling and implementing stock rotation and wastage controls in accordance with laid down procedures.
- Operation of the wash-up process.

#### Retail Shop Operations

- Assisting with operations of shop retail activities including ticket sales and reception duties.

#### Health and safety

- The company has a clear health and safety policy and this must be followed at all times. Checklists and procedures assist in the delivery of this policy and must be completed thoroughly. Full training will be given.

**Other Duties**

- The above list is not designed to be exhaustive and you may be asked to assist in other areas as required by the business and subject to the necessary training being given. We pride ourselves on the team spirit which operates not only within departments, but also between departments and a good candidate will be prepared to step in and help in any department where they can see a need.

**FURTHER INFORMATION****Hours**

The role requires the candidate to be able to work daytime any day of the week. Peak visitors occur at weekends and during holiday periods. Leave is not permitted over bank holiday weekends and during school holidays. Any existing holiday commitments should be noted on your application form and we will take these into consideration when determining your suitability for the role.

**How To Apply**

Please send in your application form to:

James Hull

Kents Cavern Prehistoric Caves

Ilsham Road

Torquay

TQ1 2JF

Alternatively email your application form to [caves@kents-cavern.co.uk](mailto:caves@kents-cavern.co.uk)