Dear Applicant,

We are seeking to employ individuals for the casual post of **Café Bar Assistant**.

**Wage:** £7.83 per hour

**Casual post**: Variable hours each week with desired evening and weekend availability, rota’d for business need

This role requires impeccable customer service, a polite, welcoming and friendly manner and the ability to interact with a wide variety of people.

Phoenix hosts a variety of events and attracts a diverse audience for its popular programme of world cinema, digital arts, courses and community events in Leicester’s Cultural Quarter. Our film programme shows the best films from around the world alongside the work of local film makers, as well as international theatre, ballet and music streamed live by satellite to Phoenix. Businesses and community organisations enjoy the contemporary environment for conferencing, training, networking and social events.

Engagement with our programme continues to grow with over 187,000 people connecting last year and many more using the café bar, which has become a hub for many who live and work in the city. 95% of our customers say they would recommend us.

Posts at Phoenix usually attract a great deal of interest and high numbers of applications. Applicants are invited to submit their CV and short covering letter of no more than 200 words, stating your reasons for applying for the post. Within your CV and/or covering letter you must demonstrate that you have the following skills and experience in order to move onto the next stage:

**Café Bar Assistant**

* Excellent customer service skills and at least 1 years’ experience in a busy bar or café environment
* Proactive approach to workload and multi-tasking
* The ability to work well under pressure
* Evening and weekend availability

To apply for this post please submit:

* Your CV
* 200 word covering letter
* Equal Opportunities Monitoring Form

via email to [jobs@phoenix.org.uk](mailto:jobs@phoenix.org.uk) or by post or hand delivered, addressed to Lotte Coleman, Phoenix, 4 Midland Street, Leicester, LE1 1TG

The closing date for applications is midnight Friday 29th March 2019. Successful applicants will be invited to a group interview on Monday 8th April 2019.