**JOB TITLE**: CAFÉ/ BAR ASSISTANT

**REPORTS TO:** CATERING MANAGER

**PURPOSE OF THE JOB:**

The role of Café Bar Assistant is vital to the customer experience; ensuring customer comfort, the provision of food and drink products, maintaining the atmosphere and environment of the café bar and good practices in health and safety and fresh food controls. The 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.

The role is responsible for the delivery of a friendly, welcoming service within a safe and clean environment, including;

* Serving customers in a friendly and welcoming manner
* Ensuring that the venue and facilities remain clean and tidy, including heightened cleaning and sanitising across all public areas.
* Being knowledgeable and enthusiastic about all Phoenix products and services

**MAIN DUTIES:**

* Serving customers food and drink in the cafe bar whilst positively responding to individual customer needs
* Ensuring that personal levels of customer service are consistently exceptional
* Selling cinema tickets to customers as part of packaged offers
* Being proactive and positive to all customer comments, requirements or complaints, liaising with colleagues and managers to ensure customer satisfaction
* Accounting accurately for each sales transaction and any wastage
* Ensuring your knowledge of Phoenix products and services is up to date in order to promote Phoenix in conversation with customers
* Ensuring that the Café Bar areas are presentable, clean and welcoming at all times
* Adhering to cafe bar procedures; for example opening up and closing down processes
* Maintaining a high standard of personal presentation and hygiene, appropriate for food and drink service
* Ensuring all storage areas, corridors and the cellar are kept tidy and clean
* Cleaning the cafe tables, including sanitising seats and touch points.
* Fulfilling health and safety checks and attending health and safety training as required.
* Undertaking regular cleaning including, cleaning and clearing the café and assisting with cleaning the cinema screens, meeting rooms, foyer, regular touch points and toilets as required.

**GENERAL:**

* Undertaking an active role in the fire evacuation of the building, ensuring your knowledge of the evacuation procedure is current, attending regular training sessions and conducting evacuations calmly and effectively
* Undertaking internal and external training as required
* Attending staff and departmental meetings
* Always act as an advocate for Phoenix and its products
* Abiding by all regulations relating to the retail sale of alcohol, public venues and adhering to all company policies and procedures
* Undertaking any other duties that may be reasonably requested
* Where appropriate, to undertake the above duties at Phoenix promotions and co-promotions in external venues.

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Training** |  | * Emergency First Aid at Work
* Training in customer service
 |
| **Experience & Achievement** | * Excellent customer service experience within the a busy bar, café or restaurant environment
* Previous cash handling experience
 | * Experience of dealing with difficult customer situations
 |
| **Specific Skills & Knowledge** | * An excellent manner with the general public
* Excellent team working skills and proactive approach
* A full understanding of customer care
* Knowledge and understanding of how to uphold a brand through service
* Good numeracy skills
* Ability to implement common sense thinking
 | * Level 1 Food Safety Certificate
 |
| **Motivation & Personal Communication** | * Excellent personal time management and prioritisation skills
* Good interpersonal and team working skills
* Flexible and motivated approach
* Ability to deal with difficult situations in a calm and professional manner
 | * An interest in Phoenix’s cultural & creative programme
* An interest in film and media and the ability to actively engage in discussion of these art forms
 |
| **Other** | * Willingness to work flexible hours, including evenings and weekends
* An understanding of and commitment to equal opportunities
 |  |