

Dear Applicant

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

Wage: £7.50 per hour

Casual post: Variable hours each week, 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 art, 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 applicants. Applicants are invited to submit their CV and a 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

To apply for this post please submit:

- Your CV
- 200 word cover letter
- Equal Opportunities Form

via email to jobs@phoenix.org.uk or by post or hand, addressed to Lotte Coleman, Phoenix, 4 Midland Street, Leicester LE1 1TG

The closing date for applications is midnight Sunday 18th February 2018. Successful applicants will be invited to a group interview on Tuesday 27th February.