

Job Description
Café Barista
Full Time Permanent Contract

Job Title: Barista
Location: Emerson College, Hartfield Road, Forest Row, RH18 5JX
Hours: Xero Hours scheduled weekly/monthly
Salary: Range A1 to A3 as £11.90 to £12.71 per hours

Recruitment Timeline:
Application Deadline: Immediate and until vacancy is filled
Interview Date: On enquiry
Commencement Date: At point of offer (or by agreement)
Recruitment Contact: Joni Shakles | Head of Operations
joni.shakles@emerson.org.uk

We are looking for experienced Baristas/Cafe Assistants of all levels to join our team in a newly established café located in Emerson College, Forest Row. The ideal candidate should be passionate about coffee, have excellent customer service skills, and be able to work by themselves in a fast-paced, busy cafe environment.

Responsibilities will include:

- Preparing and serving hot and cold beverages, including espresso, latte, cappuccino, and other specialty drinks.
- Maintaining a clean and organised work area, including the espresso machine, grinder, and other equipment.
- Operating customer facing tasks such as; using till machines, handling cash and card transactions.
- Interacting with customers in a friendly and professional manner, answering questions, making recommendations and directions around the college as needed.
- Preparing and serving light food items, such as pastries and or sandwiches.
- Keeping an inventory of supplies, ordering as needed and notifying management of any shortages or discrepancies.
- Adhering to health and safety regulations, including food handling and sanitation procedures.

Skills beneficial to the role:

- Experience as a Barista or Café General Hand in a fast-paced café or restaurant environment.
- Knowledge of coffee brewing techniques and equipment, including espresso machines and grinders.
- Strong customer service skills, with the ability to engage and interact with customers in a friendly and professional manner.
- Ability to multitask and work efficiently in a fast-paced environment.
- Attention to detail, with the ability to maintain high-quality standards in beverage preparation and presentation.
- Flexibility in schedule, including the ability to work weekends and holidays.

If you meet the above requirements and are passionate about coffee, we would love to hear from you. There are currently full-time and part-time positions available both with a competitive salary and opportunities for growth. Advancement within the company is offered to those that show willing. Experience isn't required but will help in the application process, consistent and effective training will be provided to all staff. Please send your resume and a cover letter to Joni Shakles | Head of Operations | joni.shakles@emerson.org.uk

Conditions of Service

Reporting to:	Head of Operations
Start date:	Immediate and until vacancy is filled
Hours:	Xero Hours (scheduled weekly/monthly)
Holidays:	Holiday entitlement is pro rata of 33 days per year including bank holidays with some holidays to be taken between Christmas and New Year when the College is closed.
Discounts & benefits:	Staff discounts on some courses and food, free parking, and a beautiful work environment. Opportunity to work for a Charitable organisation drawing people from across the world and committed to making a difference by supporting people to connect with nature and to finding meaning in life.
Pension:	There is a contributory pension scheme.
Salary:	Range A1 to A3 as £11.90 to £12.71 per hours

Right to work in the UK: It is a requirement that any successful applicant has the right to work in the UK and can provide evidence of this. This is an express term and condition of your employment with Emerson College.

Prepared / version: 02/07/24 V2.0

Emerson College is an international centre for learning, discovery, and transformation

We welcome students and visitors from all over the world, celebrating the diversity and uniqueness of each person. Our core purpose is to help people enrich their inner gifts and unique skills to meet their full potential. We support people in finding their individual path to meaningful life and work through a holistic and Anthroposophical approach to learning set in the grounds of the world's only biodynamic botanical garden.

Emerson College is a charity offering adult education and retreats with an extensive range of holistic workshops, conferences, and events in several buildings, surrounded by over 23 acres of grounds, an apple orchard, a vegetable, flower, and herb garden and a large greenhouse facility. Our kitchen is well known for its creative, vegetarian, vegan and seasonal meals with over 40% sourced from our gardens. The College has a wholistic care ethos by creating a nurturing environment and the use of the facilities by groups seeking quiet sanctuary.

Behavioural Competencies

COMPETENCE GROUP 1: HOW WE PROVIDE LEADERSHIP AND DIRECTION

- Leadership: Motivates others to achieve their objectives and goals through involvement and providing feedback and support. Provides and supports development to enable effective delivery.
- Managing Performance: Sets clear, aligned, high standard performance goals & objectives for self, others, and for the College.

COMPETENCE GROUP 2: HOW WE MANAGE OURSELVES

- Managing Our Own Work: Plans, structures, and prioritises own work to achieve optimum results.
- Communicating with Impact: Presents a positive image by communicating effectively, being resilient and treating people fairly.

COMPETENCE GROUP 3: HOW WE WORK WITH OTHERS

- Influencing outcomes: Adapts style and approach to achieve effective outcome.
- Meeting the needs of students and all guests: Establishes the needs of students and all guests and strives to ensure that these are met.

- Respect for Diversity and Equality: Treats all individuals with respect, responds sensitively to differences and encourages others to do likewise. Ensures equality of opportunity for all.

COMPETENCE GROUP 4: HOW WE MOVE FORWARD

- Achieving Results: Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results.
- Continuously Improving Services: Seeks to continually improve the services and processes that impact on users.

