



**PLYMSTOCK SCHOOL
PERSONNEL RECRUITMENT
JOB DESCRIPTION**

JOB TITLE	Barista Coffee Assistant
LOCATION	The Galley – Coffee Shop
HOURS	30 hours a week x 38 weeks per year
PAY GRADE	Grade 2 – 4 Starting salary £11,982 - £12,466 (this is the actual pro rata salary)
ACCOUNTABLE TO:	Catering Manager

Main Duties and Responsibilities

We are looking for a Barista to prepare and serve hot and cold beverages, including various types of coffee and tea.

Barista responsibilities include educating customers on our drinks menu, making recommendations based on their preferences, up-selling special items and taking orders. To be successful in this role, you should have customer service skills and knowledge of how brewing equipment operates.

- ♦ Greet customers as they enter
- ♦ Give customers drink menus and answer their questions regarding ingredients
- ♦ Take orders while paying attention to details (e.g. preferences of coffee blend, dairy and sugar ratios)
- ♦ Prepare beverages following recipes
- ♦ Serve beverages and prepared food, like cookies, pastries and muffins
- ♦ Receive and process cashless payments
- ♦ Maintain a clean and hygienic work area
- ♦ Dismantle and clean machinery as required
- ♦ Check if brewing equipment operates properly and report any maintenance needs
- ♦ Comply with health and safety guidelines and regulations
- ♦ Complete opening and closing duties for each shift