



Job Title: Food and Beverage Assistant

Reporting to: Restaurant Manager

Seasonal: April – October

Hours: Flexible hours

Rate of pay: £10 per hour

Deadline: Monday 18th April 2022

About the Role

We are looking for an individual who will enjoy working in an arts venue that is both busy and dynamic. An interest in the food and beverage industry is desirable and an open friendly personality matched with a keen eye for detail.

The successful candidate will have the personality and ability to deal with people at all levels and will demonstrate their ability to prioritise and deal efficiently and effectively with their work load. An ability to be diplomatic and discrete where necessary is crucial.

Key responsibilities, tasks and duties

Be knowledgeable of the entire food and beverage menu to offer suggestions, advice on dietary requirements and up-sell wherever possible.

Delivering an outstanding customer experience.

Greeting, seating guests, expedite orders as requested by customer.

Prepare/serve beverages, full knowledge of the drinks lists expected, ID's checks for alcohol service.

Clear concise communication with the Café, Silverstreak and kitchen teams.

Maintaining a smooth flow of service in your section, ensuring timely clearing and set up of tables.

Ensure re-stocking of prepared food in Silverstreak caravan.

To ensure the smooth running of café and Silverstreak caravan.

Work closely with the Restaurant manager to ensure Café and Silverstreak caravan runs smoothly and provides excellent customer service at all times.

Knowledge of Jupiter Artland as a visitor attraction.

Receive and process payments (cash and credit cards).

Be responsible for high standards of cleanliness and presentation. Ensuring all areas are clean and tidy at all times. Wiping counters, cabinets, brasses, refrigerators etc. Daily/weekly schedule.

Maintain stock including condiments, napkins, straws etc.

Ensure coffee machine and equipment is cleaned regularly and operates properly.

Comply with health and safety food regulations.

Communicate customer feedback and maintenance requests to Restaurant Manager.

Clean tables and stack chairs in both restaurant and takeaway area.

Demonstrate and ensure the whole team displays the Visit Scotland requirements.

Ensure that health and safety requirements are met at all times.

**Essential Skills**

Exceptional customer service
Excellent communication skills
Excellent attention to detail
To be professional and efficient with visitors
Professional appearance
Proactive and able to work on own initiative

How to Apply

Applicants should send their CV along with a covering letter to Pauline Cairns via pauline@jupiterartland.org or on our website by Monday 18th April 2022