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| Images:Images:Published:Marketing:Logos:Watts Gallery logos:CURRENT Watts_Masters:LOCKUP:Large:JPEG colours:MASTER WATTS_green_Banner.png | **JOB PROFILE** **and** **PERSON SPECIFICATION** |
| **Job title:** Tea Shop Front of House Assistant |
| **Reports to: Tea Shop Supervisor** |
| **Hours:** Full time/Part time*(Flexible days 10.00 – 17.30 over Monday to Sunday)* | **Contract Type:** Casual  |
| **Salary:** £10.20 -£10.50 per hour |  |
| **ABOUT WATTS GALLERY – ARTISTS’ VILLAGE** The Tea shop at Watts Gallery – Artists’ Village is housed in the building originally built as a showroom for the Compton Pottery which was established in 1901 by Mary Watts. The Tea shop continues Mary’s legacy of a thriving and entrepreneurial business. The Tea Shop attracts 80,000 visitors a year, generates vital income for Watts Gallery charitable Trust and is an integral part of the estate and visitor experience. The Tea Shop has become a well-known destination in the Surrey Hills for visitors to the Gallery, walkers, cyclists and local businesses as well as a warm and friendly place to meet friends and colleagues. It is an enjoyable and rewarding place to work and will suit someone with energy and enthusiasm who is passionate about service and enjoys a busy customer facing role. |
| **JOB SUMMARY** Our Tea Shop Front of House Staff are the first point of service in our busy tea shop serving our customers.  |
| **KEY ACCOUNTABILITIES** * Welcome customers, helping them to find a table and be seated.
* Take orders from tables and put them through the till system to the kitchen.
* Prepare hot and cold drinks.
* Prepare cakes/scones.
* Serve food from the kitchen.
* Take cash and card payment at the till.
* Clear tables and reset them ready for next customers.
* Wash up/Load Dishwasher.
* Clear down at the end of the day.
* Comply with all current Health & Safety and Food Hygiene Regulations and ensure the health, safety of visitors whilst using the Tea Shop. Training will be provided.
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| **PERSON SPECIFICATION**  |
| **Skills & Experience** | **Essential** * Welcoming, friendly, and efficient.
* Works well within a team
* Able to adhere to food health and safety legislation.

**Desirable** * Experience of working in a customer facing role

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| **Date produced: January 2024** |

Watts Gallery Trust is committed to providing [equality of opportunity](https://www.wattsgallery.org.uk/our-charity/our-vision/) for all staff and welcomes applications from all individuals for advertised jobs that match their skills and interests. We welcome applications from all sections of the community. We particularly encourage applications from Black, Asian and minority ethnic candidates, and from disabled candidates, as these groups are under-represented within the Arts field and at Watts Gallery Trust.