

| | |
|---------------|--------------------------------------------------|
| Role Title: | Café Assistant |
| Contract: | Part-Time Flexible shifts, including weekends |
| Reporting to: | Café Manager |
| Salary: | £ London Living Wage |
| Location: | MetFilm School London, Ealing Studios |
| Start Date: | ASAP |

Summary

MetFilm School is one of the largest film schools in Europe, running undergraduate and postgraduate programmes across our London, Leeds and Berlin campuses as well as a portfolio of non-accredited courses. Our mission is to inspire a new generation of creative screen professionals and our educational philosophy is defined by the unique and multiple ways in which we bring education and industry together through pedagogy, production and partnerships.

We are committed to establishing a culture of diversity and inclusivity at MetFilm School, where all staff and students can work, learn, be ourselves, and reach our full potential. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

MetFilm School is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and expects all staff to share this commitment.

All posts are subject to Right to Work and Enhanced DBS checks.

The Role

We are seeking to employ a Café Assistant to maximise customer experience and support the café management and team.

The successful candidate must be reliable, friendly, enthusiastic and have excellent communication skills.

This position will cover shifts of 6 hours on Tuesdays, Wednesdays and Saturdays, and occasional Sundays, as well as staff sickness and holidays to support the wider team.

Key Responsibilities

- To provide a food and beverage service to the highest standard
- To assist with all aspects of food preparation.
- To operate the till and handle customer payments accurately.
- To ensure compliance with H&S guidelines and food hygiene
- To ensure the café, kitchen and facilities are kept to the highest standard of cleanliness

- To follow directions from the Team Leader in all aspects of the opening and closing procedure of the café and all aspects of the daily operation to ensure smooth service.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties in keeping with the nature of the post.

Person Specification

Knowledge, Experience and skills

- Experience working in a cafe/restaurant or similar hospitality venue is desirable.
- Previous food service experience advantageous
- Previous Barista experience in a cafe environment is desirable.
- Basic food hygiene certificate but training will be provided.
- Knowledge of health & safety
- Excellent customer service skills
- Ability to work under pressure in a busy environment.
- A team player with good communications skills and a willingness to learn
- Available to work evenings and weekends, as required.

How To Apply

To apply for this role please email CV and a covering letter to: jobs@metfilm.co.uk including the title of the role in the subject line.

Interviews will take place on a rolling basis.