

## JOB DESCRIPTION

**Position:** Café & Bookshop Assistant  
**Terms:** On application  
**Line Manager:** Café & Bookshop Manager

This position is an excellent opportunity for anyone who enjoys varied work and meeting people. The café staff are the first point of contact for many visitors and guests whose experience of the café sets the tone for their visit and their impression of Dzogchen Beara.

### Responsibilities:

1. Welcoming all visitors in a warm and friendly manner.
2. Answering enquiries and general questions about Dzogchen Beara.
3. Taking and serving orders.
4. Cash till and card machine operation for purchases of food items, books and gifts. (On-job training provided.)
5. Familiarity with stock (food and beverages, gifts and books) and ensuring displays are stocked.
6. Making coffees and teas and serving food, ensuring consistency of high standards. (On-job training provided.)
7. Maintaining the environment of the café, ensuring cleanliness and order.
8. Ensuring that Health and Safety standards are maintained.
9. Ensuring that high standards of hygiene are maintained in compliance with HACCP. (On-job training provided.)
10. Liaising with the kitchen team with regard to supplies for cafe daily.

### Requirements

1. Experience in a customer-focused environment.
2. Interest in baristing.
3. A good level of physical fitness as your work will involve carrying trays up and down stairs.
4. A warm and friendly disposition.
5. Interest in and appreciation for the Buddhist tradition and meditation.
6. Ability to work flexible hours, including some evenings and weekends as needed.
7. A calm attitude with the ability maintain standards of service during busy periods.