



Job Description:

Coffee and Clay is an independently owned café & pottery painting studio all under one roof on the High Street in Skipton. Established over 20 years ago.

Café & Pottery Studio – Front of House Team Member

Contract: Part time, Casual Position

Location: Skipton

Hours: Flexible, Day shifts, Weekends and School Holidays

(Midweek shifts may be available for those at college who require additional shifts)

This is an ideal role for a school or college student - age 16+.

Role Purpose

The primary purpose of this job position is to be responsible for creating an enjoyable dining and painting experience for our café and pottery studio guests. Reporting to the Coffee and Clay Team Leader/Manager/Cook, you'll be responsible for completing a variety of tasks throughout the day whilst showcasing a high level of pride in customer service.

We are looking for someone who is friendly, energetic, reliable, and hard working. Alongside someone who enjoys interacting with people of all ages. This is a fantastic opportunity to join our Coffee and Clay team working here in Skipton, North Yorkshire.

Main Duties & Responsibilities

- Always deliver excellent customer service, both in the café & the pottery studio.
- Preparation of barista style hot drinks (Experience preferred but training provided).
- Assist customers with the selection and purchase of café or pottery studio items, always providing an exceptional and friendly service to customers.
- This is a busy hands-on role within our small team, you'll need to be reliable & committed.
- You'll need to be an excellent communicator, especially whilst taking accurate orders using our till system. Or perhaps whilst helping with pottery parties.
- You will make sure you work neatly, with all counter tops always being hygienically clean & tidy. Including keeping the pottery studio clean and tidy.
- Correctly marking items with date life and allergen information.
- Ensure customer tables are promptly cleaned and tidy at all times.
- Receive payments accurately on our POS till system.
- Ensuring food orders are delivered promptly, correctly and with a smile.
- As required, washing up, cleaning and general kitchen support duties.
- Mucking in to wrap cutlery, wash dishes and also loading dishes into the dishwasher.
- Closing responsibilities include cleaning down at the end of busy days.
- Always following basic health & safety policies and food safety management policies.
- Performing additional duties to the above as and when required by the business.



About You

- Passionate about delivering a high level of customer service.
- Enjoys multi-tasking in a busy fast changing hospitality environment.
- Reliable, friendly, cheerful, positive, and self-motivated.
- Someone with an artistic flare (not essential)
- Previous barista experience is preferential, although extra training can also be provided.
- Great communication skills with a bubbly personality.
- Organised, enthusiastic & positive person who enjoys working as part of a team.
- Be calm, patient, and polite whilst always going out of your way to help our customers.
- It is essential you are reliable with excellent attendance.
- A willingness to learn and develop new skills.
- Be a team player, working and building relationships with team members and willing to take on jobs to balance the team workload.
- Be professional at all times, with an ability to work under own initiative and work effectively without direct supervision.
- A commitment towards Coffee and Clay and its business success.

Working Hours

The Café is open 7 days a week (9.30am-4.30pm). 10.30-4.30pm Sundays.

This role does not have fixed hours as such, it is a Casual Contract to cover business needs as and when required and agreed. Usual hours will be weekend hours and ability to work busy holiday periods is essential. So too is the need for you to be flexible and at time swap or pickup shifts with others in their absence.

Midweek shifts may be available for those at college who require additional hours.

Salary & Benefits

The position would achieve minimum wage, with opportunity for advancement based on responsibilities and experience.

Uniform provided. Excellent rate of pay; Lunch provided. Tips shared out according to days worked. Independent so no big company bureaucracy. Opportunity to join company pension. Flexible hours and work times. 25% discount on pottery painting

How to Apply

To apply, send us your CV and covering letter. Alternatively, complete the attached application form in ink and return in a sealed envelope to:

Coffee and Clay, 14 High Street, Skipton, North Yorkshire, BD23 1JZ

Alternatively Send your digital CV or scanned application form digitally via email to:

jobs@coffeeandclay.co.uk