

# White Rose BookCafe - Catering Assistant

## Job description

**Company:**

White Rose Books

**Location:**

Thirsk, Yorkshire YO71ET

**Industry:**

Retail

**Status:**

Part time, Permanent position

**Relevant work experience:**

Less than 1 year

**Career level:**

None

**Education level:**

GCSE / Scottish or equivalent

**Hours of work**

Fixed term contract

### Café Assistant Job Description

Hours of work –fully flexible role requires you to work 2/3 days per week. Shift hours are 16 hours per week, worked over 2 days from Monday to Friday, 9am to 5.30pm and on occasion from 8.30am to 5.30pm, occasionally includes Saturday work. The Rota is provided 4 weeks in advance including weekends and Bank Holidays. NMW rates apply.

**About us:**

White Rose BookCafe is an award winning bookshop and coffee bar with a Terrace garden, in Thirsk. We pride ourselves on offering our customers a high standard of personal service, a blend of great coffee, books, gifts and cards in relaxing, attractive surroundings, indoors and outdoors.

**Customer Service:**

The suitable applicant should be willing to work in the prep kitchen to prepare soup, salads and light lunch products. During 11am to 3pm, within the café you will be cooking & assembling lunch, serving customers, plus clearing tables, & washing up. You will be required to offer a professional, friendly and efficient service to our customers, provide advice and assistance to current staff, undertake cleaning duties at the end of the day & ensuring compliance to company policies and current legislation.

**Duties:**

Preparing and serving the light lunch menu, plus making and serving drinks, cakes & other snacks. Clearing away tables and washing up, cleaning all areas in the kitchen & café at the end of the day. Ordering produce, rotating and dating stock, plus maintaining accurate paper records. You will be trained in awareness of food hygiene standards and compliance to maintain our 5\* rating.

**Personal qualities required:**

The suitable person must be willing to work as part of our team, & willing to promote sales to increase turnover and raise the profile of the shop & café. You should have a cheerful disposition, a conscientious, enthusiastic and 'can do' working style, a friendly and helpful manner with all staff members and customers. They should be able to work with minimal supervision, have good interpersonal and customer facing skills, good oral communication skills and an ability to communicate at all levels. Catering experience would be beneficial but not essential as training will be given. They should also be flexible and willing to adapt in a busy environment.

**To apply** please send or drop off your CV, or collect an application form from the Bookshop  
FAO Sue Lake, 79-81 Market Place, Thirsk, YO7 1ET or e-mail [sue@whiterosebooks.co.uk](mailto:sue@whiterosebooks.co.uk)