



JOB DESCRIPTION

Job Title: Café Assistant
Responsible to: Café Manager
Responsible for: Ordering, preparation and delivery of food to our customers.

Closing Date:

1. Principal Duties

This is an exciting position, with a huge potential to improve our restaurant facility and the public perception. Working alongside the café team to improve the customer experience of visiting the park, the successful candidate will be able to actively engage in customer service and prioritise customer satisfaction whilst delivering high quality food.

Duties

- Taking orders from customers
- Preparing food
- Receiving and putting away deliveries
- Cleaning public and staff areas in the Woodland Café
- Working on the till

2. Skills, Knowledge & Experience

The successful applicant will have the confidence to carry out tasks independently, whilst also having the ability to work productively and successfully with a team.

No qualifications are necessary, but some catering and customer service experience is essential, training will be provided.

Demonstrate a genuine love of British wildlife and a belief in Wildwood's Mission.

3. Other Considerations

1. The post is advertised as zero-hour contract. It will require occasional weekend, bank holiday and evening working.
2. No person shall be treated less favourably than another on the grounds of sex, sexual orientation, marital status, race, ethnic or national origin, religion, colour, age or disability. As an equal opportunities employer, applicants for staff vacancies shall be short listed for interview and appointed purely on the grounds of their suitability for the post as laid out in the advertised job description.
3. Wildwood operates a no smoking policy in the park and in its offices.

4. Employment Package

1. Core working hours are 0800 until 17.00 with an unpaid half an hour for lunch. This post is advertised as a zero-hour contract. The job will involve some evening and weekend working as part of your normal duties.

2. The holiday allowance is pro-rated on the basis of a full-time entitlement of 30 days paid holiday during each holiday year (including any bank holiday entitlements), calculated on a pro rata basis depending on the number of hours worked.
3. Appointments are subject to confirmation after a three-month probation period.
4. Wildwood offers access to a stake holder pension, details of which will be supplied on confirmation in post.

5. Procedure for Applicants

Applications

Application is by C.V. and must contain the following information:

- * Name, address, contact phone numbers
- * Personal Statement
- * Employment history
- * Educational history

You should include a statement of the relevant skills and experience that you believe you will bring to the job, paying careful attention to the requirements of the job outlined above.

You should give two referees to whom we can turn for a confidential reference, one of whom should be your current or most recent employer. References will only be taken up for those candidates chosen for interview or, with regard to current employer, on offer of contract.

Applications will not normally be acknowledged. If you would like yours to be acknowledged, please enclose a stamped, self-addressed postcard.

Applications should be sent to Helen Sayers, Wildwood Trust, Herne Common, Herne Bay, Kent, CT6 7LQ. Or alternatively email jobs@wildwoodtrust.org

Interview & Selection Procedure

Interviews and selection tests will be held at Wildwood offices at Wealden Forest Park, Herne Common by arrangement.