

WESTON-SUPER-MARE TOWN COUNCIL

PERSON SPECIFICATION

Post Title: Casual Staff (Museum)

It is essential that post holders have the following skills, knowledge and attributes.

Excellent customer services communication and interpersonal skills.

Skills and Knowledge and Attributes

The following are highly desirable:

- Experience of working in a busy café/bar or catering offer.
- Flexible and adaptable to changing business needs.
- Ability to work alongside volunteers.
- Experience of preparing and serving food and beverage in compliance with the correct procedures.
- Understands Health & Safety compliance requirements.
- Ability to keep records, such as temperature and due diligence records.
- Cash/card handling experience and familiarity with tills, banking and stock control systems and procedures.
- Able to demonstrate good verbal and communication skills.
- Ability to deal calmly, confidently and positively with people at all levels, both face to face and over the telephone.
- Ability to undertake tasks as directed within competing work demands.
- Able to work on own initiative and as part of a small team.

Education and Qualifications

- GCSE (Grade A-C) or equivalent in Maths and English
- Willing to gain Food Hygiene Level 2

Personal Attributes

- To possess a pleasant and approachable disposition, enthusiasm and a 'can-do' attitude.

Other Factors (Essential)

- Willingness to work various shifts depending on operational needs, including weekends, bank holidays and evenings to cover a 7 day operation.
- The role will require regular 121 contact with children, young persons, vulnerable adults and volunteers.
- This post requires an Enhanced DBS Check to be completed.

Equal Opportunities (Essential)

Be able to demonstrate a commitment to the principles of equality and diversity and be able to carry out duties in accordance with those policies.

Desirable:

- Experience of opening up and closing down a café/bar or catering offer.
- Supervising team members and volunteers for short periods.
- Previous work or voluntary experience in event catering.
- Experience of working alongside volunteers.