

<b>Position</b>	Seasonal Café Assistant
<b>Salary</b>	£13.85 per hour
<b>Location</b>	St Martin-in-the-Fields, Trafalgar Square, WC2N 4HJ
<b>Full-time/Part-time</b>	Casual
<b>Working hours</b>	Role requires weekend working. There will be the option to pick up other shifts during the week if available,
<b>Role overview</b>	To play a vital role in supporting the customer experience at St Martin's during our busy Christmas season by offering high-quality events and hospitality assistance to the Café team.

## **Background**

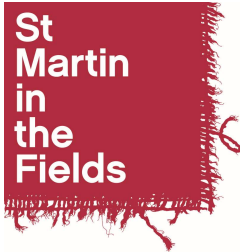
St Martin-in-the-Fields (St Martin's) is an incredible place to work. Located in the heart of London on Trafalgar Square, we are a place for everyone, everywhere, every day – to worship, reflect, relax, meet, eat and drink, enjoy music and the arts and much more. The church is a 300-year-old architectural jewel. We have iconic spaces that attract hundreds of thousands of people to our site each year.

Visitors to St Martin's are delighted by the range, choice, and options available when they arrive to experience both our catering offering or when attending an event, private function, or conference. St Martin's has hosted events & fashion shows for exclusive luxury brands, TV, Film and Theatre Wrap parties (with celebrity guests), and multinational corporation conferences, meaning you'll always have new avenues to stretch your skills & capabilities.

The Café in the Crypt is open every day (other than Christmas & Boxing Day) and generally serves food from 10.00 to 18:00 for up to 200 seated covers. We have 6 different available event spaces, where our largest events can command to 500 people standing for canapes. On top of this, the café is host to many evening functions and a weekly jazz night. With a strong Café team, we deliver a unique service throughout the day and into our evening offerings.

## **Nature and scope of the job**

Seasonal Café Assistants play a vital role in ensuring the smooth operation of the St Martin-in-the-Fields Café in the Crypt. As a key member of our team, you will be responsible for selling and serving food and drinks in our café, as well as assisting with event preparation and delivery. Working closely with the other café staff, you will help to ensure that all areas of the café are kept stocked, clean, and tidy.



## **Main duties and responsibilities**

- Service of all food, hot and cold drinks, and licensed refreshments;
- Serve correct food and beverage portions;
- Order dishes to replenish stocks from kitchen in line with demand;
- Ensure food displays on the counter looks fresh, inviting, and presentable;
- Provide suitable suggestions to customers, ensuring you have complete product knowledge including allergens;
- Upsell appropriate products to customers, to maximise revenue both in the Café and elsewhere across the site;
- Restock drink fridges and counters as required and inform the duty manager of low stock;
- Clear and clean tables as required;
- Adhere to opening and closing procedures; and
- Set up venue for events and deliver those events.

*This list of duties is not exhaustive, and you may, from time to time, be required to undertake other duties in line with the expectations of this role.*

## **Knowledge, skills, and abilities**

You will have:

- Experience in a hospitality-based role is desirable but not essential;
- Ability to work in a fast-paced café environment;
- Strong communication skills for both the public and colleagues; and
- Enthusiasm for working in a team.

## **Who we are looking for**

St Martin-in-the-Fields welcomes applications from all sections of the community and is committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equality and representation and appoint on merit.

## **How to apply**

To apply for this post, please email the following to [peopleandculture@smitf.org](mailto:peopleandculture@smitf.org):

- An up-to-date CV detailing your relevant achievements.

Interviews will be held as suitable applications are received. St Martin's reserves the right to close and appoint to this role within the stated advertising period, and so advises early applications are submitted.

