**TEMPLATE – JOB DESCRIPTION**

**Barista**

Are you [super friendly] with a [passion for all things coffee]? Do you [thrive in a fast-paced environment]? We are hiring for a Barista, and we would love to hear from you!

At [insert name of business] we are passionate about [providing really great quality coffee in a relaxed and welcoming environment] and recognise that we can only achieve our ambition by attracting, recruiting, and retaining top talent. We will expect you to work hard and strive to ensure [our customers get the same fantastic service each time they visit us]. In return, as a valued member of the team, we offer a [fun, friendly, and supportive] work environment where [we will train you in every aspect of your role] and provide opportunities for you to develop a career with us.

In this role you will work [insert number of hours] per week. You will work at [insert location]. [You will work X shifts per week with X days off].

As a Barista in [insert name of business] you will [provide great service to our customers, ensuring the coffee bar is clean, tidy, and well-stocked, and making a wide range of both hot drinks and food]. As a face of the business, you will play a big part in [providing a warm and welcoming customer experience] that will [drive sales, encourage repeat custom and achieve our ambitions]. It is expected that you will deliver this through [keeping up to date with our continually evolving range of specificality and seasonal coffees alongside making recommendations to customers and answering any questions they may have].

**Responsibilities and Duties**

You will be responsible for:

* [Greeting customers and delivering excellent customer service.]
* [Ensuring all customers are served in a prompt and friendly manner every time.]
* [Working to recipe in a clean, calm, efficient manner, ensuring smooth service and high-quality drink production.]
* [Working collaboratively with your team colleagues to maintain a well-organised and welcoming experience.]
* [Ensure Health and Safety and Food Safety Standards are maintained in line with company policy.]
* [Ensuring the display are always well stocked and managing stock levels to identify ordering requirements.]

As a Barista in [insert name of business] you will report to and have the support of the [insert job title of line manager]. You will work closely with the [insert the names of the teams this role will collaborate with] team(s).

**Skills and Experience**

The successful candidate will have [a passion for coffee alongside an eagerness to learn.]

As well as being able to demonstrate:

* [Being a great team player who is reliable and trustworthy.]
* [Excellent communication and customer service skills.]
* [Great organisational skills.]
* [An ability to create a memorable experience for our customers, anticipating their needs and recalling their preferences.]

**Pay and Benefits**

We offer [a competitive rate of] [insert rate of pay, per hour/per month]. We also offer a wide range of benefits, including:

[X days holiday per year]

[X employers pension contribution]

[Flexible working]

[Employee assistance programme]

[Mental Health First Aiders]

[Private Medical Insurance with X for you and your dependents]

[Income Protection]

[Life Assurance and Personal Accident Insurance]

[Company sick pay]

[Medical leave]

[Occupational healthcare Service]

[2 days paid leave for volunteering each year]

[Share Incentive Plan]

[Leave Purchase Scheme]

[Cycle to Work scheme]

[Car Salary Exchange Scheme]

[Give as You Earn]

[Employee discount scheme]

[Free Parking Onsite]

[Free meals whilst on shift]

[Transport home]

[Externally accredited training and development opportunities]

[Long service awards]

[Learning & development programmes]

[Enhanced maternity pay]

[Enhanced paternity pay]

[Bereavement leave]

[Team events scheduled throughout the year]