



Bude-Stratton Town Council
The Parkhouse Centre
Ergue-Gaberic Way
Bude
EX23 8LD
Tel: 01288 353576
Website: www.bude-stratton.gov.uk

25 April 2018

Dear Applicant

Thank you for requesting the application pack for the role of:

Casual Part-time Occasional Hours Café Assistant

Please find enclosed (or download) an application form. Please note CV's will not be accepted. Please do ensure you complete the Post Applied For section of the application form.

There is no deadline for the submission of these applications

An overview of the duties can be found at the bottom of this letter. The hourly rate paid is the National Minimum Wage (age dependant) pro-rata.

If you would like further information, please contact the Castle Manager via the contact details above.

Yours sincerely

D Bennett

Donna Bennett

Town Clerk

Place of work: The Castle, Bude or any other location as required

Responsible to: The Café Supervisor

- To serve customers, handle cash and card transactions, serve food and drinks
- To ensure all areas of the café are kept clean
- To maintain a high level of personal hygiene and appearance
- To maintain a high level of food hygiene and health and safety and report any issues to management immediately
- To interact in a helpful and positive manner with all visitors and customers to the Castle and to be at all times polite and courteous when dealing with members of the public and people using the premises and grounds
- To take every opportunity to promote a favourable image to all users of the building
- Ensure standards of quality, customer service, health and safety, fire safety and hygiene are met
- To undertake relevant training as and when necessary
- Actively support the Council's Dignity at Work policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice
- To carry out all duties in accordance with the Town Councils Policies