**CAFÉ BAR ASSISTANT**

## APPLICATION PACK

Thank you for your interest in the above vacancy.

**How to apply**

Please complete the following:

1. Application form
2. Up to date CV which explains any gaps in employment

Once you have completed your application form and CV, please email them to: [allegragalvin@creativefoundation.org.uk](mailto:allegragalvin@creativefoundation.org.uk) (preferred)

Alternatively, please return them to:

Allegra Galvin  
Quarterhouse Director

Creative Foundation

Quarterhouse  
Mill Bay

Folkestone

Kent CT20 1BN

If you have any questions relating to this vacancy, please contact Allegra Galvin by email: [allegragalvin@creativefoundation.org.uk](mailto:allegragalvin@creativefoundation.org.uk)

**Deadline**

Applications open on Tuesday 8th August. We will consider applications from Friday 11th August and will close for further applications when we have filled all the vacancies. We therefore recommend that you apply as soon as possible.

Interviews will take place in Folkestone on Friday 18th August, and we may continue to hold interview dates until all Café Bar roles are filled.

**ABOUT THE OPPORTUNITY**

We are looking for enthusiastic, capable café bar assistants for our venue café, The Clearing. The Clearing is a ‘pop up’ for 13 weeks, during the Folkestone Triennial and Folkestone Book Festival. Subject to review of the operation, we hope to extend The Clearing into a permanent café. We will serve breakfast and lunch using ingredients sourced locally. You will be required to work as part of a small team, at times taking responsibility for running the café front of house.

**ABOUT THE CREATIVE FOUNDATION**

**Our Vision**

The Creative Foundation is a unique arts organisation with a range of activities meaning it makes a positive difference to the town, the region, its inhabitants and its visitors. This gives the charity a significant advantage in making it a great place to work.

**Our Mission**

The Creative Foundation is an independent arts charity dedicated to enabling the regeneration of Folkestone through creative activity. Working with the people of Folkestone, our partners and other stakeholders we will transform the town making a better place to live, work, visit and study.

<http://www.creativefoundation.org.uk/>

**Creative Foundation projects**

[Creative Quarter](http://www.creativequarterfolkestone.org.uk/)

[Quarterhouse](https://www.quarterhouse.co.uk/)

[Folkestone Book Festival](http://www.folkestonebookfest.com/)

Folkestone [Artworks](http://folkestoneartworks.co.uk/)

[Folkestone Triennial](http://www.folkestonetriennial.org.uk/)

**JOB DESCRIPTION**

**Job Title:** Café Bar Assistants

**Salary range:** £7.50 per hour

**Reports to:** Café Bar Supervisor

**Location:** Based at Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN

**Hours:** Minimum of 18 hours per week, with a preference for regular shifts. The café is open from the 31st August to 1st December 2017, 7 days a week. Regular hours 9.00 to 17.00, service 10.00 till 16.00. Flexible work hours may be required to cover events which will include occasional early mornings/ late nights and weekends.

**JOB PURPOSE**

To provide safe and friendly assistance in all operations of the Café Bar, including set up, customer service and clean up on a daily basis. To take responsibility for running front of house operations at times.

**KEY RESPONSIBILITIES**

* To acknowledge and serve all customers promptly and politely, ensuring you have a good knowledge of the food and drinks menu;
* To comply with all Health & Safety policies relating to the service of food and drink;
* To operate the Café Bar area by following agreed procedures, as directed by the Café Bar Supervisor;
* To clear and clean the Café Bar area throughout the day and at the end of each shift;
* To make an active contribution to the day-to-day operation of Quarterhouse by attending team meetings, training courses as required and ensuring an up to date knowledge of the Quarterhouse programme of events;
* Any other reasonable duties as requested by a manager or supervisor.

**KNOWLEDGE & EXPERIENCE**

* Relevant experience in a catering and hospitality environment
* Experience of Stock control
* Experience of cashing up
* Experience of EPOS till system (desirable)
* Health and Safety qualification (desirable)
* Food and hygiene certificate (desirable)
* First Aid qualification (desirable)

# SKILLS & ATTRIBUTES

* Good communication skills
* Good organisation skills
* Team Player
* Calm, focussed and motivated under pressure
* Efficient, hard-working and energetic
* Committed to Folkestone’s regeneration through the arts
* Flexible approach to working within a busy and demanding environment.

**CAFÉ BAR ASSISTANT**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

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| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| --- |
| Are you legally eligible for employment in the UK? |
| How did you hear about this vacancy? |
| What is your earliest availability to take up this new position? |
| Please indicate your availability for shift work by ticking the appropriate boxes:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | MON | TUES | WEDS | THURS | FRI | SAT | SUN | | AM |  |  |  |  |  |  |  | | PM |  |  |  |  |  |  |  | | EVE |  |  |  |  |  |  |  | |
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**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

Signature: Date:

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED:  DATE OF INITIAL RESPONSE: |

**SECTION 3:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTION, USING NO MORE THAN 500 WORDS.**

Why do you think you are suitable for a position within the Café Bar Team and what skills will you will bring to the role?

**SECTION 3:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

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| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

**Equal Opportunity Monitoring Questionnaire**

This section will be separated from your application on receipt. Any information provided is strictly confidential and will not affect your application.

**Job Title:** Café Bar Assistant

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| **Gender:** | | Male | | |  | | | | 🞎 | | |
|  | | Female | | |  | | | | 🞎 | | |
|  | | Transgender | | |  | | | | 🞎 | | |
|  | | Prefer not to answer | | |  | | | | 🞎 | | |
|  | |  | | |  | | | |  | | |
| **Age:** | | |  |  | | --- | --- | | 18 – 25 |  | | 26 – 35 |  | | 36 – 45 |  | | 46 – 55 |  | | 56 – 65 |  | | Over 65 |  | | | |  | | | | 🞎 | | |
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| **Ethnicity/cultural diversity**  Please choose one from A to E, then tick the appropriate box to indicate your background. | | | | | | | | | | | | |
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| A | White | | |  | | |  | | |  | | |
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|  | British | | |  | | |  | | | 🞎 | | |
|  | English | | |  | | |  | | | 🞎 | | |
|  | Scottish | | |  | | |  | | | 🞎 | | |
|  | Welsh | | |  | | |  | | | 🞎 | | |
|  | Irish | | |  | | |  | | | 🞎 | | |
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|  | Any other white background, please write in:  ………………………………………………… | | | | | | | | | | | |
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| B | Mixed | | |  | | |  | | |  | | |
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|  | White and Black Caribbean  White and Black African  White and Asian | | | | | | | | | 🞎 | | |
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| C | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | | | | | | | | | |
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|  | Indian  Pakistani | | | | |  | | 🞎 | | |
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|  | Bangladesh | | | | |  | | 🞎 | | |
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|  | Any other Asian background, please write in: | | | | | | | | | |
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| D | Black, Black British, Black English, Black Scottish or Black Welsh | | | |
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|  | Caribbean |  | | 🞎 |
|  | African |  | | 🞎 |
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|  | Any other Black background, please write in: ……………………………………………………… | | | |
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| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh | | | |
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|  | Chinese | |  | 🞎 |
|  | Vietnamese | |  | 🞎 |
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|  | Any other Chinese background, please write in: …………………………………………………… | | | |
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| F | Other Ethnic Group | | |  |
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|  | Please write in: ………………………………………………… | | | |
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| **Disability monitoring** | | | |  |
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| Do you consider yourself disabled? | | | |  |
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| Yes | |  | | 🞎 |
| No | |  | | 🞎 |
|  | |  | |  |
| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? | | | | |
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| …………………………………………………………………………………………………… | | | | |