# Job Description

**Position: Café & Shop Assistant**

# Hours: Fulltime residential

# Terms: Practising Sangha volunteer with monthly allowance

## Line Manager: Café & Shop Manager

Our Welcome Centre Shop and Café is the first point of contact for many visitors to Dzogchen Beara. Located at the top of the hill, it enjoys a spectacular view of the ocean.

This position is an excellent opportunity for anyone who enjoys varied work and meeting people.

The role has a strong customer focus and the right person will have excellent people skills and a willingness to learn and become familiar with a wide range of books and materials related to Dharma and practice.

**Responsibilities:**

1. Welcoming all visitors in a warm and friendly manner.
2. Taking orders.
3. Cash till operation for purchases of food items, books and gifts. (On job training provided.)
4. Familiarty with stock (food and beverages, gifts and books) and ensuring displays are stocked.
5. Making coffees and teas and serving food, ensuring consistency of high standards. (On job training provided.)
6. Maintaining the environment of the café, ensuring cleanliness and order.
7. Answering enquiries and general questions about Dzogchen Beara.
8. Ensuring that Health and Safety standards are maintained and enforced in both the Cafe and Shop.
9. Ensuring that high standards of hygiene are maintained in the Cafe in compliance with HACCP. (On job training provided.)
10. Ensuring all Café machinery including coffee machine and fridges are maintained efficiently and regularly.
11. Liaising with the kitchen team with regard to supplies for cafe daily.

**A typical working day is 6 hours and a working week is 5 days.**

**An additional hour a day is spent in supporting daily practice and ritual.**

**You are asked to make an initial commitment of 6 months to a year, with a 6-week trial period.**

**Requirements**

* Strong customer service skills
* Willingness to learn and works well as part of a team
* Flexibility to support other departments as needed
* Good organisational skills
* Good written and spoken English