# Job Description

**Position: Café & Shop Assistant**

# Hours: Work-Retreat Programme

## 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.

**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. Making coffees and teas and serving food. (On job training provided.)
5. Maintaining the environment of the café, ensuring cleanliness and order.
6. Ensuring that Health and Safety and hygeine standards are maintained.
7. Liaising with the kitchen team with regard to supplies for cafe daily.

**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