



<b>Position</b>	Seasonal Café Assistant (Christmas)
<b>Salary</b>	£13.85 per hour
<b>Location</b>	St Martin-in-the-Fields, Trafalgar Square, WC2N 4HJ
<b>Full-time/part-time</b>	Fixed-term, full-time, part-time and casual available
<b>Reports to</b>	General Manager, with Café Supervisors
<b>Role overview</b>	To play a crucial role in ensuring the smooth, efficient, and safe operation of our venue throughout our Christmas season.

## **Background**

St Martin-in-the-Fields (St Martin's) is an incredible place to work. Located in the heart of London on Trafalgar Square, we are a place for everyone, everywhere, every day – to worship, reflect, relax, meet, eat and drink, enjoy music and the arts and much more. The church is a 300-year-old architectural jewel. We have iconic spaces that attract hundreds of thousands of people to our site each year.

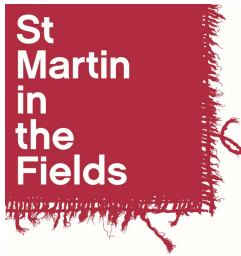
The Café in the Crypt is open every day (other than Christmas & Boxing Day) and generally serves food from 10.00 to 18:00 for up to 200 seated covers. We have 6 different available event spaces, where our largest events can command to 500 people standing for canapes. On top of this, the café is host to many evening functions and a weekly jazz night. With a strong Café team, we deliver a unique service throughout the day and into our evening offerings.

Throughout the Christmas period (end of October through to January), thousands of visitors pass through our doors each day to have coffee or food in the Café in the Crypt, to attend a Concert or take part in one of over 400 events we host each year.

## **Summary**

The Seasonal Café Assistant is a multifaceted role crucial to the smooth running of our diverse venue, comprising of the church, which plays host to over 200 concerts a year, the Café in the Crypt and our dynamic events space. This role combines working day-to-day in our Café in the Crypt with evening wet-led offerings including our famous "Crypt Lates" evenings and our corporate events (including fashion shows for exclusive luxury brands, TV, film and theatre wrap parties).

The ideal candidate will be a proactive team player with excellent communication skills and a passion for creating a welcoming and efficient environment for all who use the space. As a key member of our team, you will be responsible for selling and serving food and drinks in our Café, as well as assisting with event preparation and delivery. Working closely with the other Café staff, you will help to ensure that all areas of the Café are kept stocked, clean, and tidy.



## **Main duties and responsibilities**

### *Café & Event Support*

- Assist with Café operations, including food and beverage service, customer interaction, and maintaining a clean and organised environment;
- Assist with setup, service, and cleanup for events in the Crypt and other events spaces;
- Ensure food displays on the counter looks fresh, inviting, and presentable;
- Handle transactions and operate the point-of-sale system (training provided);
- Maintain inventory of Café supplies and communicate needs to the Café Supervisors;
- Adhere to all food safety and hygiene regulations, keeping up to date with legislation and training in these areas;
- Provide suitable suggestions to customers, ensuring you have complete product knowledge including allergens;
- Upsell appropriate products to customers, to maximise revenue both in the Café and elsewhere across the site;
- Restock drink fridges and counters as required and inform Café Supervisors of low stock;
- Ensure adequate supplies are stocked in customer toilets and other areas and that these areas are maintained to a high standard; and
- Report any maintenance issues or safety hazards to the Café Supervisors or cleaning and maintenance team.

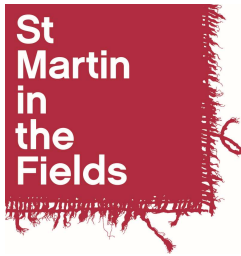
### *General Responsibilities*

- Provide excellent visitor experience to all guests and customers;
- Maintain a professional and positive attitude at all times;
- Work collaboratively with other team members to ensure seamless operations;
- Communicate effectively with the Café Supervisors and other colleagues; and
- Be flexible and adaptable to changing priorities and event schedules.

## **Knowledge, skills and abilities**

*Candidates should be advised that this role involves standing for long periods of time, some physical lifting and moving (with appropriate support), and working in a range of environments including inside and outdoors. The successful candidate will have:*

- Previous experience as a food and beverage attendant, but full training will be provided;
- Ability to work in a fast-paced events-focused environment;
- Strong organisational skills and attention to detail;
- Excellent communication and interpersonal skills;



- Ability to work independently and as part of a team;
- Ability to lift and carry heavy objects;
- Ability to work flexible hours, including evenings and weekends, as required; and
- A positive attitude and a willingness to learn.

***Please note*** - This job description is intended to provide a general overview of the responsibilities and requirements for this position. It is not intended to be an exhaustive list of all duties that may be required. St Martin's reserves the right to modify or adjust the job description in line with the requirements of the role.

### **Who we are looking for**

St Martin-in-the-Fields welcomes applications from all sections of the community and is committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equality and representation and appoint on merit.

### **How to apply**

To apply for this post, please email the following to [peopleandculture@smitf.org](mailto:peopleandculture@smitf.org):

- An up-to-date CV detailing your relevant achievements.

Interviews and trial shifts will be held as suitable applications are received. St Martin's reserves the right to close and appoint to this role within the stated advertising period, and so advises early applications are submitted.