

Job Description - Café Assistant

JOB TITLE: Café Assistant

DEPARTMENT: Masonic Cafe

LOCATION: Horowhenua Masonic Village
685 Queen St, Levin
(ph: 06 367 3509)

RESPONSIBLE TO: Café Manager

PURPOSE OF POSITION:

The purpose of this position is to assist in providing excellent service to café customers

KEY RESPONSIBILITIES:

- Front of House duties
- Meal Service
- Barista
- Customer Service
- Dishwashing Duties
- Delivering meals and clearing tables
- Cleaning Duties
- Completes tasks according to work schedules.
- Participates in regular reviews of cafe services.
- To be an effective team member
- To follow all infection control and health and safety policies and procedures
- To participate in annual performance appraisals

I agree to undertake and perform all duties and tasks as identified in this Job Description and as required by the employer either orally or in writing.

Employee Name

Signature

Date

For Horowhenua Masonic Village

Signature

Date

Horowhenua Masonic Village

685 Queen Street East | Levin 5510 | New Zealand | Tel +64 6 368 8144 | www.masonicvillages.co.nz

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