



coffee & wine

location: Boxmoor & Old Town Hemel Hempstead

WEEKEND Barista/bar server/all-rounder (at least 2 roles)

JOB SPECIFICATION

September 2023

About us

coffee & wine started with a small shop in Boxmoor, Hemel Hempstead, five years ago. We are a family-owned artisan coffee and wine business that champions great local products including gin, beer, pastries, bread, chocolate and charcuterie. We have grown a strong local following with a high reputation for great coffee, interesting wine and amazing local food and drink.

We are a Living Wage employer - everyone over 18 starts on £10.90 an hour. Higher rates may be considered for supervisory-level candidates.

We currently have part-time openings weekend day and evening in both locations. Evenings generally focus more on wine service while day shifts generally focus more on coffee service. Anyone working for us needs to be comfortable working with coffee, wine, simple food and deliver great customer service. There are likely to be one or two weekday shifts available too (in addition to weekends).

Key responsibilities - Barista

- Key holder – opening and closing the shop, turning off/on the alarm

- Setting up the café/shop to open on time, to include:
 - Preparing the coffee machine and kitchen, including making toasties
 - Setting out bread & pastries
 - Checking pre-opening deliveries against the delivery note
 - Putting out chairs, tables and the A-board sign outside
 - Setting out any indoor seating and tables
 - Turing on the till, card machine and music system
 - (evening service) Checking stock of wines by the glass and that the whites are in the fridge.
 - (evening service) preparing the seating areas for any booked guests
 - (evening service) preparing the kitchen for evening service

- Duties during opening hours include:
 - Handcrafting coffees to a high standard every single time
 - Keeping an eye on coffee shots and calibrating the coffee machine and grinder as necessary during service
 - Restocking items and monitoring use by dates
 - Checking fridge temperatures and taking action where necessary
 - Keeping the kitchen, coffee service, shop and outside areas clean and tidy





- Recycling and waste management
 - Till service
 - Pastries/bread service
 - Assisting with stock checks
 - Preparing simple savoury plates such as warmed sausage rolls and toasties
 - Serving wine by the glass and bottle
 - Advising on gift ideas
 - Advising on wine and local products
- Closing down the café/shop for service the next day, including:
 - Cleaning the coffee machine, toastie machine, dishwasher and grinder
 - Vacuuming and mopping the floors
 - Bagging up any leftover food for DENS
 - Putting chairs and tables away
 - Restocking all areas including cups, lids and soft drinks
 - Sanitising all food preparation and service areas
 - Cashing up

Bar server with wine knowledge – professional responsibilities

Support to develop your career in wine could include furthering your WSET qualifications and, for the right person, developing your staff and shift supervisory responsibilities. Your skills and knowledge will be deployed across both our locations in Hemel (Boxmoor and Old Town). We expect that within six months you would be able to run shifts and wine tastings alone and help assure excellent wine service and advice across the business. You would also be required to work day shifts at weekends so an interest in coffee is essential too.

Key responsibilities of this role, **in addition** to the Barista/café service role include:

- Advising customers on wines for every occasion and palate
- Assisting the owners in developing the wine list, including by the glass
- Supporting all team members in developing their wine knowledge and service skills across both sites
- Lead on in-store and social media promotions
- Lead wine tasting evenings, with support from the owners as required

Other things to consider before you apply

We would prefer applicants to be over 18 but will consider enthusiastic and mature 16 or 17 year olds with relevant experience or who can demonstrate an interest in coffee and/or evening service.

Please do not apply if you are unable to work weekends regularly, ie available for weekend shifts at least three out of four weekends.

Send your CV to office@coffeeandwineboxmoor.co.uk

Immediate start available.

More information about our business can be found at www.coffeeandwine.co.uk

