



Exeter
Cathedral

Barista Application Pack



Job Description

Job Title: Barista

Department: Exeter Cathedral Enterprises Limited

Reporting to: Commercial Manager

Hours of Work: Minimum of 12 hours a week over four shifts on a rota basis

Salary: up to £11.44 dependant on age

Contract Type: Permanent, part-time. You must be available for shifts both during term time and in school holidays.

Background to the role:

Welcoming over 100,000 visitors a year, Exeter Cathedral is the principal church of the Diocese of Exeter and contains the Bishop's seat which is the symbol of his authority. The Cathedral is run and managed by the Chapter supported by the College of Canons.

Purpose of the Role:

Ten Fifty is the Cathedral's low carbon café van which can be found on the West Front during the summer, the Nave in the winter and at our Christmas Market in November and December. We are looking to recruit new team members on a permanent, full time or part-time basis. So, if you are enthusiastic, reliable, friendly, confident and outgoing and know, or want to learn how to make the best coffee why not come and join our team.

Duties and Responsibilities:

- Setting up the van in the morning making sure it is fully stocked, including water, or closing down in the evening ensuring it is ready for the next day.
- Keeping the van stocked throughout your shift and ensuring the Manager is aware when stock is running low.
- Welcoming every customer in a positive and enthusiastic manner.
- Able to work on your own and part of a wider team.
- Making a variety of hot drinks; coffees, teas, hot chocolate etc.
- Taking payment and cashing up at the end of shift.
- Keeping the van, tables and wider area clean and well presented at all times.
- Be flexible to work with the other changing day-to-day operations of the Cathedral.
- Always working in line with Food Hygiene regulations.



Photo by Emma Solley

Candidate Profile

Essential

- Ideally, you will be an experienced Barista, but we are happy to train the right person.
- Hold a Level 2 Food Hygiene certificate, if not then be prepared to take the course before you start, which we will pay for.
- We need flexible team members who are able to work a variety of hours, working anything from 16 hours to 32 hours a week on a rota; this includes weekends and bank holidays. Additional hours will be available to cover holidays and evening opening.
- Able to demonstrate excellent communication and inter-personal skills.
- An ability to work on your own and remain calm when under pressure.
- An ability to 'think on your feet' in response to unexpected situations.
- Must be in sympathy with the ethos of the Anglican Church.

Desirable

- Experience of operating a cash till, cash handling and taking credit card payments.
- Experience of working in a heritage visitor attraction.



Photo by Sebastian Christopher

Working for us

Working Pattern

A minimum of 16 hours per week on a shift basis. Bank holidays and weekends are working days. There may be an opportunity to increase the number of hours that you work, particularly over peak tourist seasons. There will be a requirement to work some weekends and some bank holidays.

Annual Holidays

The holiday entitlement is 30 days per year including public holidays. If you are required to work on a public holiday, you will be entitled to the equivalent time off on an alternative day, to be agreed with your line manager.

Pension Scheme

The Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).

Discounts

All employees receive a 10% discount on purchases made in our Shop and Café and complimentary tickets to our in-house concerts



Photo by Emma Solley

About Exeter Cathedral

A vibrant community hub and a world-class heritage destination, Exeter Cathedral has been at the heart of Devon for nearly a thousand years. Now, as then, it offers a refuge for reflection and a place for prayer – as well as stage for artists, performers and musicians. It has witnessed a fascinating history and remains home to a living Christian faith, a place for learning and a retreat for relaxation. Exeter Cathedral is, at once, a centre of innovation and of ancient treasures, telling stories of the past while carefully conserving them for the future. Innovatively sharing its secrets to welcome a new generation.

Our Values

At Exeter Cathedral, we are committed to and will courageously pursue being:

- Welcoming to all
- The best we can
- Open and listening
- Fair and respectful

Safeguarding

Exeter Cathedral is committed to following best safeguarding procedures and practices to protect children and vulnerable adults. It is therefore an essential contractual requirement that all employees complete safeguarding at the appropriate level identified for their role and attend refresher training when invited by the Cathedral.

How to Apply

Please complete the application form, available on our website, <https://www.exeter-cathedral.org.uk/>, and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your curriculum vitae, if you wish.

For an informal conversation about this role email vacancies@exeter-cathedral.org.uk

Applications should be sent by email or post to:

Alysha Keers, HR Generalist, 1 The Cloisters, Exeter, EX1 1HS

Email: vacancies@exeter-cathedral.org.uk

The closing date for applications is 12 Noon on Friday 2 August 2024.