

Roastery & Retail Assistant

Reporting to: The General Manager

Hours: Monday – Friday 08:30 – 17:30

Holiday Entitlement: 28 Days (incl Bank Holidays)

Starting salary: £17,100 + Benefits

Place of Business: The Coffee Hub, Semley Business Park, Station Road, Semley, Shaftesbury, SP7 9AN

Overview: 918 Coffee Co are looking to appoint a reliable full-time Roastery & Retail Assistant in a newly created role to assist our team with the smooth operations of our expanding Eco Coffee Roastery, based in Semley, Dorset.

The primary role of the Roastery & Retail Assistant will be to fulfil incoming orders from our Small Batch Roasting website, ensuring the orders are produced and packed and made ready for dispatch. The successful candidate will also become the resident Barista and outlet shop supervisor. This role will be under the direction of the General Manager, with a variety of duties required throughout the day and assist customers/clients in our Outlet Store as well as the requirements of the department heads in the Roastery itself.

This diverse role will be involved in all aspects of the production process from the initial client order, throughout production and then to dispatch and also barista and retail duties within our Outlet Store.

This role will be undertaken within the remit of internal and external Health & Safety regulations and following our established Policies & Procedures. Full training will be provided. The Roastery & Retail Assistant will also be involved in daily housekeeping duties, ensuring all areas of the Roastery and Outlet Store are kept clean and tidy and to the required levels.

You will be responsible for the daily service of the Outlet Store ranging from serving customers/client with hot drinks or retail products. Within the Roastery you will be responsible for general warehousing duties such as picking, packing, grinding coffee, replenishing stock, accepting deliveries and general assistance to the production team enabling a swift, accurate, delivery of goods to our clients. You will be required to maintain the stock levels within the Outlet Store and all daily housekeeping duties of the store. Barista and retail experience would be preferred however full in-house training will be provided to the 918 Coffee's high standards. Accurate order fulfilment is an essential part of everyone's role, therefore a keen eye for detail is vital. This is a great opportunity to join and grow with a friendly, hard working and innovative company in a vibrant industry.

Key Responsibilities: This role will be multi-disciplined and will include, but not be limited to, the following areas of responsibility of: Daily Barista & Retail Service within the Roastery Outlet Store Assist the Head Roaster, Production Manager and General Manager as well as General Warehousing & Housekeeping duties,

Key attributes required for this role: A keen interest in Coffee, Barista Skills, Retail and Warehousing experience, Well Organised and a Tidy Manner in all areas, Good Attention to Detail at all times, Strict Timekeeper, Reliable & Trustworthy Friendly, Cheery, Personable Manner, Physically Fit and Able due to nature of this demanding role.

This is a great opportunity to join the team initially in a multi-disciplined role with excellent opportunities to grow your career in the coffee industry through internal promotion at this stage of our companies growth plan.