



Coffee & Co, 64 Reform Street, Dundee, DDI 1RX
Telephone 01382 217864 Email: info@coffeeandcodundee.co.uk Website: www.coffeeandcodundee.co.uk

Barista Job Description

This job description is intended as a guideline; tasks may vary according to the requirements of the customers and managing director.

1. Job title – barista.
2. Reports to – coffee shop manager.
3. Job purpose:
 - a. Making coffee (barista duties).
 - b. Selling coffee and snacks.
 - c. Support the coffee shop manager in the day to day running of the coffee shop, for instance preparing/serving coffee and food, operating the till and credit card machine, cleaning the food preparation and customer areas (including toilets).
 - d. Support the coffee shop manager to create and maintain an ambience and environment in accordance with the vision of the managing director.
4. Health and safety:
 - a. Comply with the coffee shop allergen guidelines.
 - b. Abide by the coffee shop Health and Safety Risk Assessment.
 - c. Record any workplace accidents.
 - d. Notify the coffee shop manager of any 'near miss' incidents.
5. Hygiene:
 - a. Ensure the coffee shop customer area is maintained to a very high level of cleanliness and hygiene (including toilets).
 - b. Abide by the coffee shop hygiene and cleanliness plans.
 - c. Notify the coffee shop manager of any hygiene related incidents.
6. Stock:
 - a. Notify the coffee shop manager of any stock requirements.
 - b. Manage the delivery and receipt of stock.



Coffee & Co, 64 Reform Street, Dundee, DDI 1RX
Telephone 01382 217864 Email: info@coffeeandcodundee.co.uk Website: www.coffeeandcodundee.co.uk

7. Maintenance:

- a. Report any machine or building problems to the coffee shop manager.
- b. Perform emergency maintenance procedures, for instance turn the water off and isolate electrical supplies.

8. Follow company cash handling procedures.

Hours of Work

1. Monday, Tuesday and Wednesday 4pm to 6pm.

- a. Minor adjustments can be made to accommodate child care or any other personal requirements.

2. Holiday cover.

- a. Can be full or part time any day of the week.
- b. Mutually agreed schedule, notice will be given
- c. Expectation is of approximately 3 weeks additional work per year.

Barista Person Specification

Customer related – the ideal barista will be friendly and understand the importance of customer service and hospitality. They will be willing to go out of their way to help customers.

Drive – confident and able to use their own initiative to maintain customer satisfaction. Willing to learn, flexible and adaptable and go that extra mile.

Qualifications – no formal qualifications required though the assistance must be numerate and confident in using standard retail equipment, for instance tills and card processing machines.

Experience – experience of working in a coffee shop or other customer facing role is preferred but not essential.