

**Rediscovery Centre Café Assistant
CE Employment Placement Job Description**

Name of Host Community Organisation	Rediscovery Centre
Job Title	Café Assistant
Main tasks (list the main duties to be done by the participant):	<p>The successful applicant will have a desire to learn & an interest in excellence in customer service, catering, hospitality and administration, and will develop skills in this area.</p> <p>Duties will include:</p> <ul style="list-style-type: none"> • Customer service • Handling payments • General day to day tasks related to running a high quality retail space and café • Basic administration work • Attend and work at a variety of Rediscovery Centre related events & activities, both at the Rediscovery Centre and beyond • Food and drink preparation, where experience or training provides
Person Specification	<p>Enthusiastic and eager to learn</p> <p>Some previous relevant experience useful</p>
Place of Work	Rediscovery Centre, Boiler House, Main St, Ballymun, Dublin 9, D09 HK58
Days or times of work	19.5 hours from Monday to Saturday (to be agreed with successful candidate)
Garda Vetting	To be carried out at the Rediscovery Centre
Any other work related requirements	No
Notes:	<p>The participant can expect to develop essential retail and hospitality skills including retail merchandising, customer care, catering, barista training, basic administration, marketing, media knowledge, etc.</p> <p>Role will include development of a range of transferable skills which would enhance future job prospects and will also include the development of transferable skills in retail, catering, customer care, health & safety & working within a team.</p>

Email a current CV to careers@rediscoverycentre.ie, or deliver it by post or in-person to Rediscovery Centre, Boiler House, Ballymun, Dublin 9.