



Caffe Assistant – Job Description

About us

Wallacespace provides bright, innovative spaces for offsite meetings, training, workshops and events. Delighting our clients with our can-do attitude and proactive approach is what we do and everyone who works with us shares this objective.

We are looking for a dynamic and highly motivated Caffe Assistant to work as part of a friendly team where no two days are the same in one of our stunning central London buildings. We love people who never use the words “it’s not my job” so if this is you, come and work for a leader in meeting venues and events.

About the role

Our Caffe Assistants delight our clients with their can-do attitude and proactive service. As well as welcoming our clients into our kitchen spaces, they provide excellent service to cater for all our clients’ needs.

Caffe Assistant duties & responsibilities

- Ability to work in a fast-paced environment, being able to think on your feet and maintain our kitchen spaces
- Putting the client’s needs first
- Anticipating clients’ needs during the day
- Confidently welcoming and communicating with our clients and
- Understanding our food + drink offerings, being able to uphold a high standard of service
- Monitoring HACCP checks and reporting back to Caffe Managers
- Being able to share tasks and duties, working as a team and across departments

About you

Values	Qualities	Skills
Personable and presentable Great eye for detail Improving standards Getting stuck in Going above and beyond	Common sense People lover Friendly and approachable Thoughtfulness Foresight Well organised Team player Diligent	Communication Problem solving Prioritisation Hospitality Customer service Food Hygiene



In addition to some great day to day benefits, you will also receive:

- £12.25 per hour



The benefits of a career @ wallacespace



bonus scheme



WeCare support:
a free 24/7 online
GP, counselling & more



free breakfast,
lunch & drinks



bike loans



travel loans



life assurance



induction week
followed by internal
+ external training



monthly team
tombola with great
prizes



regular social
events



a culture of
listening to &
valuing team
feedback



company pension
scheme



talks & guest
speakers



access to a
personal
development
fund



25 days holiday a year +
bank holidays + an extra day off
for your birthday!

(Holiday entitlement will be pro rata for part time contracts)

We welcome applicants from all backgrounds. However, in line with the Asylum & Immigration Act any candidate must be eligible to live & work in the UK.