


Job Title:	Café Assistant	
Department:	Café at the Museum	
Reporting To:	Cafe Manager	
Hours:	2 * 8 hours contracts fixed term to 31.10.2019	
Location:	British Golf Museum	
Job Purpose		
<p>The British Golf Museum located in St Andrews is a 5 star museum with a stunningly designed café/restaurant with almost 350 degree panoramic views of the Old Course, West Sands beach and sea view.</p> <p>Our aim is to provide an amazing visitor experience with an exceptional level of service excellence. The Café at the Museum offers a Scottish menu using locally sourced produce.</p>		
Job Description		
<p>ROLE AND RESPONSIBILITIES</p> <p>Core responsibilities are:</p> <ul style="list-style-type: none"> • Table Service • Food Preparation • Evening Events • Cash handling. • Excellent customer service. 		
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience in Front of House service would be advantageous • Ability to learn system and procedures • Delivering excellent levels of customer services 		
<p>SKILLS & ATTRIBUTES</p> <ul style="list-style-type: none"> • Smart appearance • Good communication skills • Excellent attention to detail • Reliable and flexible • Ability to work in a team but also to use own initiative 		
<p>To apply for these vacancies, applications must be submitted to recruitment@randa.org stating your preference of role and hours available to work, by Friday 20th September 2019..</p>		
<p>How your information will be used</p> <p><i>In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy at https://www.randa.org/Footer/Privacy-Policy. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.</i></p> <p><i>If you have any questions about The R&A's use of your data, please contact us by email at privacy@randa.org.</i></p>		

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.