



## Caffe Assistant

Flexible Hours between 7am and 7pm  
Free breakfast, lunch & snacks  
Friendly & professional working environment

Wallacespace provides innovative spaces for off-site meetings, training, workshops and events. We have 4 beautiful buildings in Central London, each welcoming up to 200 clients per day. Each building has its own Caffe space and teams of kitchen and waiting staff. The success of our business is rooted in the strong relationships we have with our clients.

### About the role

Our Caffe Assistants welcome our clients into our bright and airy kitchen spaces, providing an excellent service, from setting up for our busy breakfast and lunch periods, to serving, clearing, tidying and re stocking our caffe's.

We are very flexible and have various shifts on offer between 7am and 7pm, with no weekend work.

Examples include. 7am – 3pm / 8am – 4pm / 10am – 2pm

### About you

As well as being personable, presentable and with a great eye for detail, the key skills we are looking for in a Caffe Assistant include:

- **Hospitality experience** - you will have worked in a fast paced environment, and so be able to think on your feet while always maintaining a high level of service.
- **Positive attitude** - always putting the client's needs first 'people over process'
- **Comfortable dealing with clients face to face** - anticipating clients' needs during the day
- **Excellent communication skills** - welcoming smile, confident to communicate with clients and colleagues
- **Good knowledge of nutrition and food** - understanding our food + drink offerings being able to uphold a high standard of service
- **Hygiene and food safety** - monitoring HACCP checks and reporting back to Caffe Managers
- **Working within a team** - being able to share tasks and duties, communication between departments

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

- £10/hour plus discretionary bonus.
- Life assurance and pension scheme.
- Option of zero hour or set hour contracts.
- Access to travel loans + the cycle to work scheme
- Lunch! Who said there's no such thing as a free lunch? At wallacespace, our food is designed to keep our clients energised and feeling inspired all day, so of course we offer this benefit to our teams as well.

*We welcome applicants from all backgrounds. You will be required to provide proof of your continuing right to work and live in the UK. Unfortunately, there are no sponsorship opportunities.*

We regularly have drop-in sessions where you can join us in our Caffe to chat with our manager & get a taste of what we offer, please email [emma.o@wallacespace.com](mailto:emma.o@wallacespace.com) for more information



Feel good, think better, achieve more