



Caffé Assistant

Wallacespace provides brighter thinking spaces for off-site meetings, training, workshops and events. Founded in 2002, we now have 4 beautiful buildings in Central London, each welcoming up to 200 clients per day. The success of our business is rooted in the strong relationships we have with our clients. Beyond the spaces we offer, we aim to delight with our can-do attitude and proactive service. Everyone who works at wallacespace shares this objective; our whole being is client centric.

About the role

Our Caffé Assistants delight our clients with their can-do attitude and proactive service. They not only welcome our clients into our kitchen spaces, they provide excellent service to cater for all their needs.

Caffé Assistant

- **Hospitality experience** – working in a fast-paced environment, being able to think on your feet and maintain our kitchen spaces
- **Proof of ability and attitude** – always putting the client's needs first 'people over process'
- **Able to deal with clients face to face** – anticipating clients' needs during the day
- **Excellent communication skills** – welcoming smile, confidently 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 Caffé Managers
- **Working within a team** – being able to share tasks and duties, communication between departments

Values

Personable and presentable
Great eye for detail
Improving standards
Getting stuck in

Qualities

Common Sense
People lover
Friendly and approachable
Thoughtfulness
Foresight
Well organised
Team Player

Skills

Communication
Problem Solving
Prioritisation
Hospitality

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

- £11.05/per hour plus discretionary bonus.
- 25 days holiday, plus bank holidays (pro-rata for part time contracts)
- Life assurance and pension 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. However, in line with the Asylum & Immigration Act we do require that you must be eligible to live & work in the UK.



Feel good, think better, achieve more