



General Assistants

Variable Hours – Daytime only

Long / short shifts – no split shifts

Shifts to suit, from as little as one weekend shift to 30 hours per week

All roles require weekend working

We are looking for exceptional individuals to join our team at Jordan's Mill, with some roles commencing immediately.

About the role:

Our General Assistants have a varied role in working to ensure that all our visitors have a fabulous experience. Your role will include working front of house in our café, in our vibrant coffee shop, in our retail shop and Mill Tour reception area as well as helping out with basic kitchen preparation tasks.

The role will include helping visitors to safely navigate around our premises taking account of the relevant Covid-Secure guidance at the time. You will also be taking orders and payments using till and mobile devices, making and serving hot drinks (barista style) and serving snacks, main meals and afternoon teas to tables. You will also be helping with food preparation - making paninis, toasties and sandwiches or taking your stint in pot wash which is a task we share across the team. In our retail shop you will be restocking shelves and helping customers with purchases as well as encouraging visitors to book activities and tours.

No matter your area of work on the day, you'll also be focused on maximising our sales by providing exceptional standards of customer service. As Covid rules relax a little more, you will also be supporting corporate bookings and private events in our beautifully appointed meeting rooms.

Due to the nature of the roles, with the requirement to handle cash and sometimes working alone, applicants for need to be a minimum of 16 years old.

Whether you already have experience or see this role as your first step into a hospitality, catering or visitor attraction job, our team can accommodate you and we are always looking for people who aspire to develop a longer-term career and want to learn their trade and grow with us.

About you:

If you love working with people and a passion for customer service, you sound right up our street! You will have a naturally communicative personality with plenty of positivity, together with a truly flexible approach to work and a great team working ethos. You will ideally have previous experience of working in our kind of environment and used to working in a busy environment, able to think on your feet.

About the contract:

We are looking team members who can commit to a pattern of working with us, but also have flexibility to adapt their hours to suit the seasonal needs of the business – be that just weekends, or a combination of weekdays and weekends.

We can offer a variety of hours to suit although because of the nature of what we do, all roles will include working during the busy lunchtime service period, at weekends and bank holidays given that these are our busiest times. Evening work is not regular but may be required from time to time to service events outside of our public opening times.

Rate of Pay / Benefits:

National Minimum Wage for age group, contributory pension scheme, 28 days holiday (pro-rated), subsidised meals and drink and staff discounts.

How to Apply:

Visit our website for further details <https://jordansmill.com/contact-us/vacancies>

To apply, please send your CV directly by email to hr@jordansmill.com

First interviews by Zoom and opportunity to visit and meet the team for shortlisted candidates before an offer is made.