



skate park / café / art space

STAFF Opportunity / Skate Park Assistant and Café Front of House
Seasonal contract until April 2019 with potential to extend.
12 hours minimum per week / £9 per hour.

About Spit & Sawdust

Spit & Sawdust is a multi-aspect community space in Cardiff, which opened in April 2014 with a skate park, café and art programme.

The skate park has a street based design with an array of banks, blocks, hips and other obstacles. Alongside the park is a small skate shop and a café serving homemade food. Throughout the space we support a programme of events, performances, screenings, exhibitions and residencies giving creative practitioners from all art forms a platform to experiment and present their work. We also host events and private parties, and run community projects in partnership with other organisations.

We're a not-for-profit social enterprise and a Company Limited by Guarantee. We are run by a board of Directors, and don't have shareholders. This means all our surplus is put back into the organisation to make the space better.

Main duties of the role

We are a very small team at Spit & Sawdust. Currently four people run the organisation and split the kitchen, café and skate park shifts between them. We also have some regular volunteers, casual staff and freelancers who help out generally or work on specific duties such as the art programme.

This opportunity is for someone to work mainly on the counter - greeting customers, selling skate shop products, taking payments for people using the skatepark, making coffees, taking orders for food, waiting on tables and cleaning duties. From time to time, you may also be asked to help in the kitchen if it is busy or we are preparing for an event.

On each shift you, alongside at least one other member of staff, will need to:

- Greet customers;
- Take orders and payments for the shop, skate park and café;
- Give out hire equipment;
- Serve food, clean and clear tables, wash up and generally keep the café and counter clean and tidy;
- Make and serve drinks;
- Develop a knowledge of the skate shop products, keep displays stocked and tidy;

- Undertake regular checks of the skate park. We need to make sure everyone is using it as safely as possible and respecting other users and any incidents and accidents are recorded;
- Undertake First Aider duties when required and once training course is completed;
- Complete park safety and equipment maintenance checks and help with upkeep;
- Help in the kitchen when needed;
- Clean – all areas. This is a major part of the day-to-day running of Spit & Sawdust. With such a big space to keep tidy and clean it is what we spend a lot of our time doing. We all take responsibility for cleaning all areas. This includes daily tidying and cleaning of the space and equipment in the café, kitchen, skate park, lobby, halls, stairs and toilets, weekly additional cleaning tasks inside and outside, and monthly deep cleans in the kitchen and other areas.
- Complete some general admin and finance duties such as cashing up, listing stock that needs ordering, signing up new skate park members and booking private hire and party sessions.
- Undertake some health and safety daily and weekly tasks such as logging fridge temperatures, testing fire alarms and temperature probes, checking fire extinguishers and emergency lighting.
- Open up, close down and lock up making sure all security procedures are performed, and the alarms are set.
- Perform other ad hoc duties/non-daily tasks which could include representing Spit & Sawdust at events, helping out with the art programme, attending meetings and inputting to ideas and discussions about what could be improved.

Person Specification

We try to make Spit & Sawdust a friendly, happy place to work. The above is part of what the staff on shift have to get done every day to make Spit & Sawdust run smoothly, but there is plenty of opportunity to bring your knowledge, experience and interests to the role and input into Spit & Sawdust's development, events and projects.

If you are interested in this role and the Kitchen role we are advertising, we may consider combining them for the right candidate. Also, if you are interested in working at Spit & Sawdust but don't feel you exactly fit either role we would still like to hear from you (In your letter please outline your skills, why you are interested in working with us and what role you think you could fulfil here).

Any training and support needed will be given to the right candidate. You must be over 18 to apply.

Personal Criteria

Most importantly we are looking for people who:

- enjoy interacting with people and have experience of working in customer facing roles and ideally have experience of working in café or food environments or demonstrable transferrable skills;
- are enthusiastic and interested in being part of this type of multi-aspect community space and shares our values and ethos;
- are friendly, welcoming and approachable;
- understand that the day-to-day role can sometimes just mean lots of cleaning, but can see past that and are up for being part of a team who work to create a welcoming, friendly and creative space for people to spend time in;
- are flexible in their attitude to work and hours;
- Are responsible, mature and reliable;
- show initiative and work in a proactive and conscientious manner;

Additional, desirable but not essential criteria

- first aid qualification.
- Welsh speaker.
- A knowledge of skate board products (ideally you will have an interest in skateboarding and a knowledge of skate products, but training can be given if not – please don't let this put you off applying!)
- An interest in art.

Details

Hours of work

Hours will be 12 per week. This is usually 2x 6 hour shifts but it may be one longer/one shorter or it may be more hours some weeks and less the next. At least one shift each week will be at the weekend.

Our current opening times are Wed - Fri 5pm to 10pm (from 12pm in School Holidays), Sat - Sun 10am-7pm, but may change during busy periods. You must be willing to work weekends and evenings in line with our opening times, there may be daytime work available during school holidays and additional hours to cover annual leave, events and other projects.

We are looking for people who are flexible, but also expect people who are interested in working 12 hours a week to have other commitments, hobbies and jobs in their lives and understand we will also need to be flexible and accommodating of those.

Pay, Annual Leave and Pension

Pay will be £9 per hour, paid every month in arrears.

Sickness, maternity, paternity and adoption pay will be statutory.

You will be entitled to paid annual leave of 28 days pro rata.

You will be automatically enrolled into a workplace pension scheme if you are eligible.

Additional benefits

You will also get free entry to the skate park (for yourself or a family member), staff food whilst on shift and 25% staff discount in the café when not on shift.

Application process

DEADLINE: Midnight 5th November 2018.

Interviews and trial shifts will be held week commencing 12th November.

START DATE: Asap following appointment.

To apply, please return a covering letter stating why you are interested in the position, how your previous experience and interests fit the role and person specification and how this job will fit alongside your other commitments (no more than 2 sides A4), as well as a CV and two people we can contact for a reference. Applications should be sent to hello@spitandsawdust.co.uk.

Shortlisted applicants will be invited to interview, and then for a paid trial shift.

If you have any questions regarding the job or the application process please contact us on hello@spitandsawdust.co.uk or 02920 494741.

Appointment will be subject to positive references and DBS check.