Harlow Council
Working together for Harlow

Harlow Council Employee Profile

Job Title: **Casual Café Host** **Post Number:** **SC0002X**

Attributes	Essential	Desirable	Method of Identification
Education Qualifications	GCSE English and Maths Grades A – C or minimum Level 4 or equivalent.		Application form
Related Experience	Experience of directly dealing with customers in a sales based or catering environment.	Experience of working with computerised sales software.	Application form Interview
Special Circumstances	Flexible hours including evenings and weekends. Post holder must be 18 years or over able to meet the requirements to obtain a personal licence for selling and serving alcohol.	Willing to be called in at short notice.	Application form Interview
Special Knowledge, Training	Basic IT knowledge of MS Office applications.	Enhanced IT knowledge, or design software.	Application form Interview
Skills and Abilities	Calm under pressure, good telephone manner, well organised, attention to detail, patient, able to show initiative, good arithmetic and communication skills.	Customer care training.	Application form Interview
Disposition and Attitude	Understands and is committed to equal opportunities; ability to work well as part of a team and display a positive attitude.		Interview