

## Job Description Tuck Shop Team

Mon > Thurs eves,  
1730-1845hrs @ £5.50 p hr.



The Old Electric is a creative space in the heart of Blackpool town centre. It hosts a weekly programme of workshops and participation sessions that include singing and music making, sign language, life drawing, Burlesque, playwriting, drama and performance.

To ensure they have time for studies and social life, the role is offered as a job-share post for young people, 16/17 yrs old, to open / run our Tuck Shop for an hour on week-day evenings, Mon > Thurs, and be part of The Old Electric's welcoming team. They will be responsible for serving a range of hot and cold drinks and light refreshments to our session-goers.

Full training will be given on-site with our Catering Lead and further online training will be funded by The Old Electric to Level 1 in Food Hygiene.

The Tuck Shop Team will be friendly and outgoing people with an interest in the arts and being part of a community theatre space. They will learn lots of transferable skills like stock control and rotation, ordering, handling money, using a card reader, dealing with customers, and providing a great service - all great work experience to add to their CV, and the option of a reference for potential employers.

Main responsibilities and duties include:

- Take customer orders in the Tuck Shop
- Serve food and make and serve quality hot drinks
- Operate the card machine and handle cash
- Restock the counter regularly
- Ensure new stock and old stock are rotated and use-by dates are checked
- Advise management of low stock levels
- Clear away any pots or rubbish left by session-goers
- Operate the dishwasher, loading and unloading when required.
- Hand wash kitchen utensils/pots/pans/dishes and store appropriately

- Clean and sanitise the Tuck Shop at the end of every shift
- Collect and dispose of waste
- Clean the Tuck Shop equipment, floors, fridges, coffee machine, and all work surfaces to ensure good hygiene as and when required
- Carry out any other general cleaning duties as and when required
- Follow all relevant hygiene, Health & Safety procedures/Safe Working Practice H.A.C.C.P. & C.O.S.H.H
- Comply with the organisation's Security & Confidentiality policy, ensuring the highest levels of information security, data protection and confidentiality.

**To apply:** please send an email to Becky, our Catering Lead, on [info@theoldelectric.co.uk](mailto:info@theoldelectric.co.uk), saying, in no more than 500 words, what your current work / study situation is and why you would like to work at The Old Electric. The subject line of your email should be TUCK SHOP.

Please note: This is a rolling call out, without a deadline. If you send in a brilliant application but our vacancy has already been filled, we might want to keep your details on file to contact you if / when another, or different, suitable opportunity arises.

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