

MONMOUTH

COFFEE COMPANY

Vacancy: Coffee Packer & Driver (Wholesale team)

We need an energetic, conscientious and detail-oriented person who will be responsible for packing coffee orders for our Wholesale department. This role also involves managing non-coffee stock movement (incoming and outgoing deliveries) and deputising for our delivery driver during busy periods and to cover holidays/sickdays. We are seeking a hard-working and enthusiastic individual who is happy to work as part of our small team. A keen interest in coffee is essential.

Position Responsibilities:

- Responsible for the packing of all wholesale and mail order coffee orders, ensuring the accuracy, presentation and promptness of each package.
- Maintaining a tidy and well-stocked packing station, ensuring the area and equipment is kept in excellent condition.
- Ensure paperwork for couriers is correct and labelled.
- Have all orders ready for collection by courier for an allocated time.
- Maintain packing paperwork for traceability and ease of dealing with customer queries.
- Checking deliveries in and out of wholesale area.
- Seconding for the driver as needed.
- Washing and drying coffee crates.
- Putting together stock and coffee orders for retail shops.
- Occasional administrative assistance; cover the department phone if necessary, taking orders and messages as appropriate.

Required Skills and Qualities:

- Interest in coffee.
- Self-motivation and time management.
- Attention to detail and pride in presentation.
- Willingness to learn and help out the team where necessary.
- Repetitive heavy lifting.
- Good written and conversational English.
- Good computer skills (Word, Excel, Outlook).
- A full, clean UK drivers license, experience driving in London would be beneficial.

Position details:

- Full-time (5 days per week), typically Monday to Friday, but will include an occasional Saturday.
- Based in Maltby Street (SE1), moving to SE16 in January 2017.

How to apply:

Please email covering letter and up to date CV to work@monmouthcoffee.co.uk.

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Retailer-Barista

We are currently looking for talented and cheerful people to join us in our Covent Garden and Borough Market shops. This is the role that you'll have seen in action if you've visited our shops – everyone in our retail team is a retailer barista, spending their day looking after the people, the coffee and the shop.

Position Responsibilities:

- Sell coffee. Proactively seek to learn about coffee to help find the right coffee for our customers.
- Make coffee. Learn to make both espresso and filter based drinks to perfection each and every time.
- Be nice to people.

Required Skills and Qualities:

- Previous experience within a food environment is preferred; previous experience with coffee is even better but not essential.
- Genuine interest in learning about coffee and looking after people, in equal measure.
- Proven ability to provide exemplary customer focused service.
- Quick and interested in learning.
- Experience working well within a busy team.
- Self-motivated and forward-thinking.
- Fluent English language skills, particularly speaking and listening.

Position details:

- Both full time (5 days per week) or part time (3 or 4 days per week) positions are available. Unfortunately, we cannot offer positions for fewer than 3 days per week.
- We work each and every Saturday; availability is essential.
- We work on a rota and everyone does their share of opening shifts (starting as early as 6.45am) and closing shifts (finishing as late as 8pm). You must be happy to work different shifts each week and have few other set commitments.
- Based in our retail shops, either/both Covent Garden and Borough Market.

To apply:

Please send a covering letter and a CV to work@monmouthcoffee.co.uk with the job title in the subject line. We will only consider those applications that include both a tailored covering letter and a current CV. We regret that we are only able to reply to short-listed candidates.