COFFEE SHOP ASSISTANT FOR ENGLISH SCHOOL IN SPAIN
Minimum 24 weeks

WHO WE ARE
www.studio3.es
www.proyecto-es.com

Studio 3 is a school of English that has been offering courses for individuals and companies for almost 30 years. We provide a variety of courses of all levels for kids, teenagers and adults according to the Common European Framework of Reference for Languages.

We are part of PROYECTO ESPAÑOL; a language school specialized in Spanish for foreigners, with schools in Alicante, Barcelona, Granada and Madrid. Our schools in Alicante and Granada are accredited by the "Instituto Cervantes". In 2010 we signed an agreement with the University Miguel Hernandez (www.umh.es) in Spain.

TASKS
As an assistant of our coffee shop located inside our English school, you will have to get involved in many different tasks, always remaining positive and keeping a smile on your face when dealing with students and other customers.

MAIN TASKS
- Coffee Shop
  - To prepare the Coffee Shop in readiness for opening hours and ensure service and seating areas are cleared and cleaned before close.
  - To handle cash and till receipts, and ensure the security of the bar cash register at all times.
  - To prepare and serve hot drinks when requested and available.
  - To prepare and serve pastries, sandwiches and other snack foods as requested and in accordance with stocks available.
- English Day-care Service (In the same facilities as the coffee shop)
  - Plan and supervise activities like arts and crafts, music and cooking.
  - Help children to learn numeracy skills through activities like counting games read stories and provide activities to develop the children’s language skills.

REQUIREMENTS

Languages: English B2 or higher
Spanish B1 or higher (we could accept Spanish beginners depending on candidate).

Skills: Previous experience in the preparation and service of Hot and Cold Beverages in similar establishments would be preferable although training can be given.
Previous experience of cash handling and till reconciliation/cashing up would be preferable although training can be given.

Location: Alicante, Spain.
Open to work in different shifts, morning – afternoon (could include Saturdays) 6 hours per day.

Remuneration: Spanish course offered by the company and special price for accommodation.