



Busy Brush Cafe
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STUDIO ASSISTANT (2 days)

Busy Brush is a small independent business in Wallingford. We're a paint your own pottery craft cafe filled with plenty of creative activities and craft for adults and children. Experience the creative, warm and welcoming atmosphere with delicious cakes, artisan teas and coffees. Busy Brush provides parties, adult pizza & paint nights, hand & footprints and commission pieces. We glaze and fire the painted pottery on site in our shop.

An opportunity has arisen to join our team at Busy Brush Cafe as a Studio Assistant. We are looking for a creative person who is hardworking and motivated, as well as be able to offer exceptional customer service to ensure our customers have the best experience. You must have good creative skills and willing to paint/write pottery commissions for customers. Full training will be given on glazing/firing of pottery. Barista experience is desirable but not essential, as full training will be given.

Job Description

Job Title: Studio Assistant
Hours: 2 days per week this will include some weekends
(16 hours a week)

Key Responsibilities:

- Welcoming customers, adults & children, adapting to the needs of the customers.
- Taking bookings face to face, over the phone, emails and social media.
- Setting up, leading, supervising and clearing away parties.
- Help and support customers with their baby's hand & footprints.
- Be willing to draw/write on commission pieces for customers.
- Be willing to learn to glaze and fire pottery items and to load the kiln, as well as other aspects of studio work.
- Giving 'craft chats' at the table to customers before they start their craft project.
- Offering help and ideas to customers if they ask.
- Serving hot and cold drinks, cakes and general cafe duties.
- Clearing tables, washing up of craft equipment, general cleaning.
- Stock replenishing.
- Using the till, handling money and card machine.
- Basic but accurate paperwork and general admin, including social media contributions.
- Follow Health & Safety, Food Safety Standards and Busy Brush Cafe guidelines
- Be willing to attend and undertake training as and when required.
- To work within a team but also be able to work on their own and use own initiative.



Person Specification – Studio Assistant (2 days)	
Experience	<ul style="list-style-type: none"> • Customer face to face experience • Working in a cafe (desirable but not essential) • Barista trained (desirable but not essential). Full training is given • Working with ceramic pottery/painting (desirable but not essential)
Skills	<ul style="list-style-type: none"> • Must have good communication skills • Must be able to speak and understand good English • Ability to interact with customers and staff of all ages and abilities • Have a good customer service approach • Motivated, confident and enthusiastic • To be able to work alone and within a team • Barista skills/knowledge (desirable but not essential) • Creative skills – painting, writing and creative thinking • Good basic understanding of social media and computer skills
Personal Qualities	<ul style="list-style-type: none"> • Use own initiative • Ability to listen to people • Ability to adapt to the customers needs and be understanding • Positive attitude • Sense of humour • Team player • Charismatic, friendly, energetic and reliable • Calm • Punctual
Special Requirements	<ul style="list-style-type: none"> • Help and support customers with their baby's hand & footprints • Draw/paint/write on commission pieces for customers – Must have good handwriting and creative skills • Be able to lead and give instructions at children's parties
Physical	<ul style="list-style-type: none"> • Neat & Tidy • Fit & Healthy