

Job Title: Tea Bar Operative

Location: 18 Nairn Place, Dalmuir, G81 4AU

Salary: £12.62 per hour

We are looking for friendly, reliable, and enthusiastic team members to join our tea bar and events team on a part time basis. This role is ideal for someone who enjoys working with the public, can provide excellent customer service, and is available to help out at events, clubs, and busy periods throughout the month.

What We're Looking For:

- Experience working in a café, tea bar, hospitality, or customer-facing role (desired but not essential)
- Great communication and people skills
- Ability to work confidently in a busy, fast-paced environment
- A positive, helpful, and professional attitude
- Willingness to support general tasks and event duties as part of the wider team
- Friendly, welcoming nature with a genuine interest in supporting the community
- Good time-management skills and the ability to multitask during busy periods
- Ability to follow hygiene, cleanliness, and safety procedures
- Reliability and consistency — someone the team can depend on
- Confidence engaging with members, volunteers, and visitors of all ages
- A team-player mindset with the ability to also work independently when needed

Some days are lively and action-packed... others are chilled and conversational — but every day is rewarding.

Responsibilities of a Tea Bar Operative

Customer Service

- Provide a warm, friendly, and welcoming service to all members and visitors
- Take orders and serve tea, coffee, soft drinks, and light refreshments
- Engage positively with customers, offering assistance where needed

Tea Bar Operations

- Prepare hot and cold drinks to a consistent standard
- Restock supplies such as milk, teabags, sugar, snacks, and disposables
- Handle cash/card payments accurately (if applicable)
- Inform supervisors when stock is running low

Cleanliness & Hygiene

- Maintain a clean and tidy tea bar area at all times
- Wash, dry, and store dishes and equipment properly
- Follow food hygiene and cleanliness procedures
- Ensure surfaces, tables, and equipment are sanitised regularly

Safety & Compliance

- Follow health and safety guidelines
- Report any hazards or maintenance issues promptly
- Ensure safe use of kettles, boilers, and other equipment

Event Support

- Assist with refreshments during events, activities, and community sessions

Tel: 0141 588 3070

Website: www.goldenfriendships.org

Email: Elizabeth.Webster@goldenfriendships.org



- Support staff and volunteers during busy periods
- Help create a friendly, positive atmosphere at events

General Duties

- Assist with setting up or tidying up event areas when needed
- Communicate effectively with staff and volunteers
- Uphold the values and standards of the charity at all times

Skills & Qualifications:

- Friendly, welcoming, and approachable
- Ability to communicate clearly with members, visitors, and staff
- Confident engaging in conversation and supporting a positive atmosphere
- Ability to handle simple cash/card transactions (if required)
- Good understanding of cleanliness and hygiene practices
- Able to follow procedures and instructions accurately
- Kind, patient, and community-focused
- Reliable and punctual
- Flexible and willing to help wherever needed
- Positive attitude and willingness to learn
- Ability to manage tasks during busy periods
- Good time management and ability to prioritise
- Attention to detail when preparing and serving drinks

Key Dates:

Closing date: 26th January 2026

Interviews commence: week commencing 2nd February 2026

To Apply:

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Golden Friendships

SCOTTISH CHARITY NUMBER - SC047924

18 Nairn Place
Dalmuir
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If you have any questions or would like to apply, please contact:
Elizabeth Webster – Operations Manager



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