



Job Description Template:

Job Title:

The name of the position is you are recruiting for.

Summary of the job:

2/3 lines keep brief and concise of what a day in the role looks like.

Type of position:

Full time | Permanent | Part time | Temporary

Salary:

State salary or Rate per hour

Location:

If required to travel between premises or further afield state.

Company Info:

Give a couple of lines on business, culture. Include link to website etc

Job Duties and Responsibilities:

List these in billet point – keep wording concise as ensure every word matters. Include reporting structure. Keep words simple and deliver as you talking to the candidate and inviting them. Be welcoming.

Education:

Identify any relevant qualifications that are necessary for completing the job. Be careful not to deter candidates by listing qualifications not required for the role.

Knowledge, skills and abilities:

For instance, good knowledge of food and drink trends, financial management. Be open on the inhouse training you will be providing to equip individuals with the skills and training to deliver on the daily tasks.

Holiday entitlement:

State holidays and bank holidays. If additional days for service state this.

Driver's License | Travel if required:

If candidate is required to travel and requires access to a driver's license (and vehicle) and passport for travel. Have this clearly listed.

Equality:

Provide a few lines stating how you are an inclusive and diverse organisation and welcome applications from all.

Contact Details:

Include contact details phone, email etc for the candidate to contact throughout the application process.

Closing Date: