

Up Moving On

Supporting East Sussex residents, living in supported and temporary accommodation, to secure an apprenticeship or employment, and permanent

Employer: Buxted Inn

Location: High Street, Buxted, Nr Uckfield, TN22 4LA

Role: Apprentice Hospitality Team Member (Level 2)

Salary: £12,000 pa

Working Hours: 40-45 hours p/w. Shifts (maximum 40 hours if under 18)

What is the job?:

Front of house hospitality apprenticeship leading to a management position in the future. Buxted Inn is a team of 16 employees. It is an eight-bedroom hotel with dining for up to 65 guests serving breakfast, lunch and dinner throughout the year.

The job involves a range of key tasks, which Buxted Inn will induct and train you in: -

- Meeting and greeting guests
- Managing bookings
- Escorting guests to their tables
- Resolving any customer issues or complaints
- Managing teams and conduction appraisals

What skills do I need? The top 3 skills for this post are:

1. Being able to communicate well with the public and staff team
2. Being customer focused, friendly and welcoming
3. Good organisation skills with attention to detail

What attributes or other qualities do I need? Top 3 attributes for this post are:

1. You are a team player and enjoy working as part of a team
2. You are confident interacting with customers
3. You are willing to give excellent customer service

What experience do I need?

You do not need any experience or qualifications to apply for this position, however you must be fluent in English with reasonable literacy skills to complete the apprenticeship qualification. If you do not already have GCSE's or Functional Skills Maths and English, these are provided as part of the apprenticeship.



You will be on your feet for most of your shift so must be reasonably fit.

What Else does the job offer?

- Hospitality Team Member L2 expected to last 15 months.
- Functional Skills Qualification in Mathematics (Level 1)
- Functional Skills Qualification in English (Level 1)
- Personal Learning & Thinking Skills, Employment Rights & Responsibilities
- Annual leave entitlement of 20 days plus bank holidays

This job is intended to be permanent with opportunities for progression through the business. Your salary will therefore be reviewed according to your performance

Additional information:

Shifts and Travel:

Shifts are over 5 days per week including Saturdays and Sundays. You will get 2 full days off per week – and the days will vary each week as per the staff rota. Early shifts would mean a **7am start**. Late shifts finish **11:30pm**.

The pub is a 2-minute walk from Buxted train station. If you are planning to use public transport please check that the trains/buses are running at the hours you will need before you apply for this position. **Please consider how you would travel to work, the cost of travel and how long it would take you.**

To find out more about this post and the extra support offered to help you apply, including how to access bursary payments on the Moving On Up programme, please email: movingonup@sussexcommunity.org.uk
Please note that referrals must be made by a support worker or other professional who supports you.

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