PALM HOUSE
SEFTON PARK

March 2026

Recruitment pack – Food & Beverage Assistant

Rooting for people, plants and place

Welcome to the Palm House

We are delighted that you are considering applying for a role with Sefton Park Preservation Trust. We are a charity that is responsible for the management and operation of Liverpool's much loved and iconic Palm House in Liverpool's Sefton Park. We work with our key partner Liverpool City Council, the owner of the building, to maintain and look after the beautiful building and plants from Liverpool's Botanic Collection.

Our organisational values are collaborative, community, inclusive, quality and sustainable. These values guide our work as a team and with our visitors, communities and clients alongside our mission statement of "rooting for people, plants and place. Our key strategic aims are to:

Improve the wellbeing of local residents
Build understanding of the value of plants
Provide opportunities for skills development
Support pride in place
Improve inclusion and representation of local diverse communities
Sustain and diversify income.

Alongside our community and public programmes, the Trust raises its own income through private hires, a cafe and kiosk offer, donations and grants. All of the income we raise funds the Trust.

We hope you will find the information in this pack useful, but if you need any other information about the role then please don't hesitate to contact rebecca.woodham@palmhouse.org.uk

We look forward to receiving your application.

Best wishes,

Kate Johnson
CEO

Food & Beverage Assistant

Job Role:	Food & Beverage Assistant
Team:	Cafe & Bar
Reports to:	Head of Catering and Events
Salary:	£13.45 per hour
Working hours:	16 hours a week (excluding breaks) *
Contract:	Permanent
Place of work:	Sefton Park Palm House, Mossley Hill Drive, L17
Closing date:	20th March 26

** We are currently looking for applications for some weekend work and weekdays with the opportunity for overtime and occasional evening work.*

Job purpose

To contribute to the success of Sefton Park Palm House's (SPPH) food and beverage (F&B) operations by delivering exceptional customer service and maintaining high-quality food and beverage offerings across the café, kiosk, and bar. You will work closely with the Food & Beverage team to enhance visitor experiences and support the growth of our F&B services.

What you will be doing – Key Responsibilities

- Provide excellent customer service to all visitors and event guests
- Support bar, café sales during events
- Food handling and preparing.
- Maintain cleanliness and presentation across all public areas
- Work flexibly, including evenings and weekends

Requirements:

- Friendly, approachable, and professional manner
- Ability to work in a busy, fast-paced environment
- Previous hospitality, event, or customer service experience desirable
- Must be available for evening and weekend shifts throughout November and December

Health & Safety Responsibilities:

- Complete Level 2 Food Hygiene training.
- Ensure all café, kiosk, and bar operations comply with food standards and other regulations.
- Maintain a clean, safe, and healthy work environment in line with SPPH policies.
- Assist the Duty Manager in fulfilling Risk Assessment actions and raise any health and safety concerns immediately.

Financial Responsibilities:

- Follow cash handling procedures as directed by the F&B Supervisor.
- Support the F&B team with stock management, including recording wastage and monitoring low stock levels.
- Minimize wastage and identify cost-saving opportunities to report to the F&B Supervisor.

Person Specification:

Essential:

- Experience working in a café or catering environment.
- Customer-focused with excellent communication skills.
- Ability to work well both independently and as part of a team.
- Initiative to take on other roles, when necessary, such as Welcome Hosting or Event Support.
- Enjoys working in a fast-paced environment.

- Enthusiastic and willing to learn.
- Keen interest in SPPH's mission, including how F&B profits support community events and activities.
- Friendly and helpful

How to apply

Please submit your CV and Equalities Monitoring Form to colette.roberts@palmhouse.org.uk by Friday 20th March 26