



Galway Simon Community



#CES-2470508



GALWAY SIMON COMMUNITY, 11-13 Mulvoy
Park, Galway, Co. Galway, H91 EAY0



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/09/2026



28/10/2026

How to register your interest

To register your interest, take note of the scheme
reference number and contact an Employment Personal
Advisor (EPA) in your [local Intreo Office](#)



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online



Coffee Van Assistant / Barista

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Job Purpose

The Coffee Van Assistant is responsible for providing excellent customer service while preparing and serving hot and cold beverages, snacks, and light refreshments from a mobile coffee van. The role involves operating the till, handling cash, maintaining hygiene, cleanliness and food safety standards, and ensuring customers always receive a friendly and professional service.

Key Responsibilities

Customer Service

- Greet customers in a friendly and professional manner.
- Take customer orders accurately and efficiently.
- Provide excellent customer service and respond to customer queries.

Food and Beverage Preparation

- Prepare and serve a range of teas, coffees, hot chocolates, and cold beverages.
- Monitor stock levels of ingredients and supplies throughout the day.

Cash Handling and Till Operations

- Operate cash registers, card payment machines, and other point-of-sale systems.
- Process cash and card transactions accurately.
- Balance cash takings as required and follow company cash-handling procedures.
- Maintain accurate records of sales and transactions.

Stock Management

- Assist with stock control and inventory checks.
- Restock products, cups, condiments, and supplies as needed.

Cleaning and Hygiene

- Always maintain a clean and hygienic working environment.
- Maintain the coffee van outside & seating environment.
- Clean, work surfaces, utensils, and equipment.

Vehicle and Equipment Care

- Assist in setting up and closing the coffee van each day.
- Ensure equipment is functioning correctly and report faults immediately.
- Help maintain the cleanliness and appearance of the coffee van.

Health & Safety

- Comply with all Health and Safety policies and procedures.
- Follow manual handling guidelines when moving stock and supplies.
- Adhere to food hygiene and infection prevention standards.

Working Conditions

- Primarily based on a mobile coffee van.
- May involve early morning starts and occasional weekend work.
- Requires standing for extended periods and some manual handling of stock and supplies.

This role is 19.5 hours per week. The office is staffed from 08.00a.m. 5:00p.m. Monday to Friday.

Staff may exceptionally be asked to work outside these hours when the need arises, in which case time off in lieu will be granted. Any LIEU accrued must be taken in the month worked.

Remuneration, holidays and other entitlements are as laid down by DSP

- **Sector:** other service activities