



Cantina Carnitas Order Co-ordinator Vacancy.

Part Time up to 25 hours per week

Toast your next role with Cantina Carnitas and roll with the freshest Mexican street food crew in Hertfordshire.

Cantina Carnitas have been putting the heat on the street for just under a decade. Formed in 2011 it has gone on to establish a restaurant and Just Eat delivery Kitchen in Hitchin, and is now opening a new delivery kitchen covering the Stevenage area.

We are looking for a food order admin executive to be responsible for overseeing customer orders that come in across all our delivery streams.

The ideal candidate will have excellent organisational skills and ability to work in a fast past environment managing multiple food orders.

The ideal candidate will have excellent communication skills and the ability to interact across all mediums of technology with total confidence.

An excellent eye for detail is essential

A good working knowledge of the Stevenage area is preferred but not essential

The role comprises of being the bridge between the kitchen, delivery driver and customer using the Just Eat order pad EPOS system,

Key responsibilities:

Allocating Just Eat orders to team members for production

Allocating Just Eat orders to delivery drivers for delivery

Managing customer delivery schedules and delivery timescales to ensure timed deliveries

Maintain consistency of delivery targets and manage customer experience.

This is a shift based role that will include evenings over 5 days. We are shut on Sundays and Mondays. Hours TBC.

Rate of Pay £9