

# Job Description for Hobson's Cafe Supervisor

**Reporting to:** Café Manager and HCDT Trustees

Duties may include:

## **General Tasks**

Ensure that the Tea Room is set up for service.

Ensure that we have sufficient supplies needed to maintain the daily menu, informing the Café Manager when supplies are low.

Prepare and cook whatever is necessary to maintain the daily menu.

Use ingredients creatively to cook daily specials.

Supervise other cafe personnel in their work.

Assist in the planning and organising of special events, buffets etc.

## **Food Safety**

Ensure that Food Safety standards are maintained and documented.

Ensure all set up and close down checks are performed and documented.

Ensure that the kitchen and tea room are kept clean and hygienic.

## **Customer Service**

Provide a friendly and efficient service to customers, and ensure that all staff do likewise.

Ensure that food and drinks are of the highest standard

Ensure that food served is attractively presented

## **Financial**

Complete the daily cashing up procedure, or to supervise the training of other cafe personnel carrying out the job.

Ensure that cash is stored safely, and a 'float' is available every day.

Ensuring that any cash expenditure for provisions for the cafe are covered by a receipt.

## **Training**

Provide induction training to new staff

Ensure that training records are kept up to date and properly stored.

## **Maintenance and Security**

Ensure the kitchen, tea room, equipment and furnishings are properly maintained and the Café or Centre Manager are notified of any damage.

Ensure the kitchen, tea room and outside areas are clean, safe and hygienic at all times.

Ensure the Café areas are secured at the end of the working day.

## **Staffing**

Assist the Café Manager to ensure that a weekly staff rota is completed taking into account any additional bookings, staff holidays and illness.

Inform the Café Manager of any staffing problems concerning staff not carrying out duties, being late, staff illness etc.

### Terms of working

The position is for 12.5 hours per week which would assume to be spread over Friday and Saturday, normally during term time, to enable the Café to be open from 8.30 am to 2.30 pm on those days. However, some flexibility may be required depending on business needs. The rate per hour will be £8.70.

The Company operates a Statutory Sick Pay scheme. Holidays will be accrued at the rate of 57.5 hours per annum.

### PERSON SPECIFICATION:

#### CAFÉ SUPERVISOR

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualities</b>	A friendly and confident demeanour	A flexible approach to working
	A sense of responsibility to the Café ethos and to that of the organisation	
	Ability to lead a team	
	Fantastic customer service skills	
	Ability to communicate clearly	
	Efficient and reliable	
	Commitment to equality and diversity	
<b>Experience</b>	Of working with and managing volunteers	Working with volunteers with additional needs
	Cash handling	
	Stock control	
	Working in a café environment	Supervisory experience
	Confident and capable cook and baker	
<b>Qualifications</b>		Food Hygiene certificate First Aid Working knowledge of health and safety