



Café Supervisor Job Description

We are looking for a full time supervisor to join us in our cafe; you will lead a small team to ensure that our customers receive a great experience each time they visit us, that high standards are maintained and that all company procedures are followed. Previous catering experience and the ability to lead a team essential.

Main Job Tasks and Responsibilities:

- Responsibility for the operation of the cafe
- Ensuring that all standards are met and exceeded
- Collating staff availability and creating rotas for staff
- Maintaining high standards of quality control, hygiene, and health and safety
- Leading the team and being responsible for staff performance and training
- Assisting the business in upselling and driving sales
- Providing visitors with excellent customer service
- Ensuring high standards of the quality of products being sold, level of cleanliness and levels of customer service

Person Specification:

It is essential that you have:

- Great leadership skills with strong communication ability to influence individuals and the team in order to exceed targets. You will be a team leader whilst hands on and engaging from the front.
- Customer service skills and experience
- Flexible and hardworking attitude
- Attention to detail and ability to see the cafe through the customers' eyes
- Experience in a catering/café environment

The following attributes are desirable but not essential:

- Hygiene certificate

Hours of work:

Approximately 9.00 to 18.00, 5 days a week including weekends and bank holidays.

Salary:

£20,000 - £25,000 depending on experience

