



Part-time Café Supervisor
based in Painswick, Gloucestershire
Two year contract

Role summary

Our part-time Café Supervisor will share responsibility for the smooth and safe running of the onsite Café facility at the Rococo Garden. With proven skills both in creating delicious food from high quality ingredients and managing a team in a busy environment, he/she will bring both energy and enthusiasm to maintain and develop the highest standards of food and service.

Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Trust.

Key responsibilities

- prepare, cook and present a high standard of hot and cold food and baked goods as required.
- manage the team of staff to enable efficient and friendly service.
- be responsible for administering the department, including cashing up, managing stock, ordering, payroll and financial processes.
- be responsible for achieving income and profitability targets.
- be responsible for ensuring the catering function complies with current legislation and maintains its 5* Food Hygiene rating.
- work effectively with all departments to ensure the catering function operates efficiently with and collaborates well with other departments and areas of the

wider organisation.

- be prepared to manage and resolve feedback, taking a proactive approach to ensure that customers have a consistently great experience.
- take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

In addition, all employees are expected to work within the terms of their contract of employment.

Person specification

	Essential	Desirable
Qualifications and Experience:		
NVQ Level 3 in Catering or equivalent	X	
Food Safety Level 3 or equivalent	X	
Experience of cooking/baking in a professional setting	X	
Experience of working in a busy catering environment	X	
Experience of working as part of and managing a small team, under pressure	X	
Experience of office administration		X
Good level of skill with Microsoft software	X	
First aid qualification		X
Personal Qualities:		
Well-organised and confident	X	
A natural communicator	X	
Amiable and agreeable	X	
Dependable and professional	X	
Flexible with a positive attitude to change	X	
Effective working as part of a team	X	
Able to work effectively unsupervised	X	
Excellent attention to detail	X	
Caring yet efficient		

Hours of work

1248 hours per year, which equates to an average of 24 hours per week. The working pattern will vary depending on time of year, with peak periods January-February and school holidays, and will include regular weekend working and bank holidays. Working hours will be based principally around Garden opening hours.

Place of work

Painswick Rococo Garden.

Salary

£26,270 per annum pro rata plus discretionary benefits.

Holidays

28 days paid holiday pro rata (including bank holidays) per annum.

References

Two professional references will be required, including one from a current or most recent employer.

Probation period

Three months.

Notice period

Six weeks.

Line Manager

Garden Director.

Dominic Hamilton
30 November 2021