



HONEYCROFT JOB DESCRIPTION

Job Title	Coffee Shop Supervisor – Maternity cover
Place of Work	St. Barnabas Hall, Sackville Road, Hove
Hours of Work	Part time approx. 16 - 20hrs per week. Able to do overtime and / or cover for other member of team as required.
Days of Work	3 days per week between 08:45 to 15:30
Rate of Pay	£8.25 per hr.
Accountable to	Coffee Shop Manager

Aim of The Position

To work as part of a team delivering exceptional service in a warm and welcoming environment.

All Staff

- a) To be committed to the aims and objectives, vision and values of Honeycroft.
- b) To be familiar with and committed to the implementation of Honeycroft's Equal Opportunities and all other policies, ensuring all procedures are reinforced and correctly adhered to.
- c) To ensure confidentiality and discretion is maintained at all times.
- d) To encourage and promote wider engagement at Honeycroft.
- e) To act in a professional manner and always be a positive role model when representing Honeycroft.
- f) To support the centre's communication & marketing strategy and fundraising strategy.
- g) To contribute to the development of the staff team by taking part in training, and offering ongoing support and or mentoring as appropriate.

Specific to The Role

- h) To work as part of a team to deliver exceptional service in accordance with Safe Food practises and other legislations by;
 - a) Working as part of a team of volunteers, workers and students to provide consistently polite and friendly service to all customers
 - b) Remaining calm under pressure, dealing with all enquiries in a professional manner, being patient and acting as the public face of the Centre
 - c) Contribute to the safe preparation and storage of all food products in line with the EHO's guide lines, carrying out regular checks and cleaning routines as directed by the Coffee Shop Manager



HONEYCROFT JOB DESCRIPTION

- d) Prepare and cook a range of vegetarian meals for both coffee shop customers and all children attending the centre, including a range of cakes and puddings, following a pre arrange menu set out by the Coffee Shop Manager
- e) Minimising all food waste and adhering to all budgetary constraints to achieve set GP (Gross profit)
- f) Handling cash and keeping accurate records in relation to daily takings
- g) Ensuring the general health, safety and welfare of all customer
- h) Maintaining the cleanliness / tidiness of equipment, leaving the premises in an orderly state
- i) Reporting any wear and tear of equipment or maintenance issues to line manager
- j) Carrying out stocktakes and ordering stock as directed by line manager
- k) Deputise for the Coffee Shop Manager in their absence
- l) Opening and closing the coffee shop, ensuring door are secure and premises are left in an orderly fashion
- m) Being flexible and able to cover other team members if absent for any reason
- n) Liaising with line manager on a regular basis to provide updates on pre-agreed targets and objectives.

And Finally...

- 9) Undertake any necessary training and carrying out all other duties associated with the post as required.