

Job Description

Job Title:	Community Art Hub Cafe Supervisor
Reports To:	Community Art Hub Café Manager
Status:	Employed – Part time 14 hours per week (including at least one day on alternate weekends)
Salary:	£9,252.88 Per Annum (£12.71 an hour)
Responsibilities:	Taking customer orders, making and serving food and beverages, while ensuring cleanliness of cafe and knowledge of allergy and food intolerance procedure. Duties also include stock control, opening and closing the venue when required, promoting a positive image of the art hub and communicating with customers, volunteers, colleagues and trustees.

Due to the nature of the role, only applicants 18 or over can apply.

Duties

1. **Organise Day to day running of the art hub café**
 - 1.1. Engage with customers and make, sell and serve food & beverages, merchandise and artwork items.
 - 1.2. Deputise for manager and be first point of call for colleagues and volunteers when required.
 - 1.3. Support the cafe manager with training / retraining of volunteers.
 - 1.4. Support person under the age of 18 who are working or volunteering
 - 1.5. Assist with enabling disabled and vulnerable persons to access the cafe and art hub.
 - 1.6. Summarise and reconcile daily takings, if manager not in.
 - 1.7. Stock control of café area, advising manager of any items that need ordering.
 - 1.8. Assist with events in the hub as and when required.
 - 1.9. Ensure the café is operated within the HACCP guidelines ensuring cleaning schedule is adhered to and report back any issues to the manager.
2. **Open and Close Venue (including unlocking & locking up)**
 - 2.1. Follow the opening procedure, ensuring the fire exit is always unlocked if the café/hub is open / occupied.
 - 2.2. Welcome visitors to the hub.
 - 2.3. Ensure the café is left ready for the next day of opening, including restocking.
3. **Keeping City Arts Café and Hub tidy**
 - 3.1. Ensure the café area and hub are always kept clean and tidy.
 - 3.2. Check the toilet daily when the hub is open, make sure it is stocked and clean before and during opening hours.
 - 3.3. Advise the manager of any specific cleaning requirements needed.
4. **Communication**
 - 4.1. Uphold City Arts Newbury Safeguarding policy.
 - 4.2. Report any Health and Safety concerns to the manager.
 - 4.3. Keep a timesheet of hours and duties performed.
 - 4.4. Be aware of PR opportunities and report to the relevant person.

Community Art Hub Caf Supervisor - Person Specification

	Essential	Desired
Qualifications	GCSE or higher education	
Experience	Day to day organisational skills, stock management and cleaning. Customer service and sales experience, managing challenging customers.	Hospitality experience. Voluntary sector, art and design.
Knowledge	Understanding of GDPR (guidance to the General Data Protection Regulations) and confidentiality. Understanding of safeguarding.	Understanding of social media.
Skills	Good standard of literacy and numeracy. Good verbal and written communication skills.	Art and design. Barista, level 2 food hygiene, First aid certificate (training available)
Competencies	Able to work well with colleagues. Understand and support young people who may have learning difficulties undertaking work experience. Organised, methodical and able to manage time and work independently. Proactive and resourceful in identifying problems / issues and providing solutions.	
General	Recruitment is conducted in line with safe recruitment practices. Flexibility of working hours.	Caring nature and passion for community and inclusivity.