Carers Choices
peace of mind

JOB DESCRIPTION: Coffee Grind Weekend Supervisor (Temporary)

Job Title:
Coffee Grind Supervisor

Responsible To:
Coffee Grind Manager

Hours of Work:
9.30am – 4.30pm (opening hours 10am to 4pm) Saturday and Sundays

Salary:
£8.54 per hour

Purpose of Job

- To be responsible for The Coffee Grind community café on Saturdays and Sundays. This will include opening and closing, preparing food, maintaining a clean environment, stock management and handling money including cashing up. This position is being offered on a temporary basis but if successful may become permanent.

Main Objectives

- Assembling customer orders of food and drink
- Monitoring stock levels of food and drink and ensuring Café Manager is advised of needs
- Operate the till and cash up at the end of each shift ensuring takings are secured
- Ensure hygiene standards are adhered to in line with environmental health requirements
- Cleaning the café following each shift and during opening times if necessary
- Ensure the Coffee Grind is presented well daily and for special events
- Proactively talking to customers
- Supporting staff volunteers who work in the café to deliver high standards

Location

- The Coffee Grind is located in The Green Room (behind Castle Point Borough Council Offices).

PERSON SPECIFICATION: Coffee Grind Supervisor

Skills and Abilities

- Ability to be flexible
- Good customer service skills
- Good standard of personal presentation
- Organised and diligent
- Able to work quickly and efficiently

Qualifications

- Good level of English and Maths
- Level 2 Food Hygiene certificate

Experience:

- Coffee Shop, Café or Restaurant experience
- Barista experience
- Customer service

Other Requirements:

- To undertake any other duties commensurate with the post holder's grade as requested by Carers Choices management.

To apply:

Please send your CV and a covering letter detailing how your skills and experience meet the details outlined in the person specification to:

Michaela White
Carers Choices
The White House (behind CPBC Offices)
Kiln Road
Thundersley
Essex
SS7 1BU

Or email:

jobs@carerschoices.org

For an informal discussion about the role please contact Michaela White on 01268 881135.

Carers Choices is an organisation committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, trustees and volunteers to share this commitment.