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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Coffee Shop Supervisor

**Department:** Catering

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Hospitality & Events Manager

**Reports:** Catering Staff

**Salary / Scale:** Support Spine – Band 5 point 18 £21,132.00 per annum + additional responsibility allowance of £643.56 per annum.

**Date of Issue:** September, 2023

**Organisation Chart:**

Coffee Shop Supervisor

Operations Manager

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1. **Aims and Purpose of the Post**
2. The sales and promotion of foods, beverages and snacks including the collection of money from counter services and vending machines.
   1. To prepare, cook and serve a range of meals and beverages as required designed to support and encourage healthy eating and lifestyles.
   2. The supervision and effective deployment of other members of staff within the Coffee Shop.
3. **Specific Responsibilities**

3.1 To collect cash for the sale of foods, beverages and snacks.

* 1. To operate the cash till or other sales recording equipment as required.
  2. To cash up, maintain a float and complete any necessary administrative procedures required in connection with cash handling.
  3. To prepare and cook food, beverages and snacks for sale in the College Coffee Shop and other catering outlets.
  4. To observe correct working practices under HACCP and to operate to the highest standards generally of Hygiene, and Health & Safety.
  5. To wash up crockery, cutlery and utensils both manually by machine.
  6. To inform the Hospitality & Events Manager of maintenance required within the Coffee Shop.
  7. To operate, stock and monitor any vending machines within the outlet.
  8. To keep a working stock level of food items and other non-food items, that are required within the Coffee Shop.
  9. To keep the kitchen area, stove area and customer area clean & tidy, to meet with the required health & safety standards and College standards as set by the Hospitality & Events Manager.
  10. To assist in the maintenance and sustainable development of resources and commercial activities.
  11. To attend day and evening meetings, courses, etc. considered to be of benefit to the College and the individual.
  12. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
  13. To promote and adhere to the College’s Safeguarding Policies and Procedures.
  14. To promote and adhere to the College’s Health & Safety Policies and Procedures.
  15. To manage student conduct in accordance with College policies.
  16. The active promotion of and commitment to best practice in equality, diversity & inclusion.
  17. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
  18. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free onsite parking

Subsidised catering Cycle to Work Scheme

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed;……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Coffee Shop Supervisor** |

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| First Aid Certificate |  | X |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role | X |  |
| Experience of working in an education setting |  | X |
| Experience of handling monies | X |  |
| Supervisory experience, having monitored and checked the work of other staff and provided training and or guidance |  | X |
| **Ability/Skills** |  |  |
| Effective communication skills, able to interact in a pleasant manner with staff at all levels | X |  |
| Able to prioritise, plan and monitor to the workload | X |  |
| Ability to follow and interpret agreed policies and procedures | X |  |
| **Personal Attributes** |  |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| Good communicator (verbal and written) | X |  |
| Committed to high standards | X |  |
| Strong Team Player | X |  |
| Evidence of ability to improve customer satisfaction | X |  |
| The ability to demonstrate high level of discretion | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.