



JOB DESCRIPTION			
Job title:	Café Supervisor	Contractual status:	Permanent.
Hours of work:	37.5 hours per week between Monday – Sunday. Shift work to include days, evenings, and weekends.	Salary range:	£Competitive.
Location:	The Leisure Box, Northlight, Glen Way, Brierfield BB9 5NH.	Reporting to:	Leisure Box Manager.

Role and Responsibilities:	
<ul style="list-style-type: none">• Supervise the daily running of the Leisure Box café, including ensuring café operation (opening and closing schedules) are carried out.• Ensuring safe storage of goods, including carrying out temperature checks on all refrigerator equipment.• To comply with all company and food hygiene regulations in relation to food preparation, cleaning, premises and services.• To take responsibility for the presentation of the food and beverages offered for sale.• Planning and organising appropriate menus, considering all special dietary needs as required.• Ensuring customers are served in a professional and timely manner, including taking and preparing food orders, taking payment and cash handling.• Responsibility for all Health and Safety issues within the café.• Ensure the safe operation of the café and use equipment in a safe manner.• Assess potential hazards and take appropriate action to minimise the risk.• Report all safety matters to the relevant manager.• Remove waste from and maintain all areas in good, clean and serviceable order.• Report all breakdown of equipment to responsible parties.• Support the team to provide a waiting service, cleaning and resetting tables.• Ensure kitchen duties such as cleaning plates, operating a commercial dishwasher, preparing of food and condiments are done to a high standard.• General duties such as stock replenishment and rotation and maintaining high levels of cleanliness and hygiene.• Adhere to Health and Safety standards, centre rules, regulations and policies.• To be able to work flexible and unsociable hours where the role of the job requires.• To work towards agreed Key Performance Indicators (KPIs).• Comply with all Charity policies.• Promote the Burnley FC in the Community brand and ethos in a professional, strong and positive manner.• Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.• To understand and implement the Club's Safeguarding policy, procedures and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.• A commitment to equality and diversity in the workplace.• Willingness to attend training courses as appropriate including Allergy awareness, Food hygiene, H&S, Safeguarding and Equality and Diversity.• Demonstrate the Charity's values at all times.• Undertake any other duties appropriate to this role.	



PERSON SPECIFICATION – CAFÉ SUPERVISOR		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• A positive attitude towards professional development and their own learning.	<ul style="list-style-type: none">• Food Hygiene certificate.• Driving licence.
EXPERIENCE & SKILLS	<ul style="list-style-type: none">• Excellent customer service skills.	<ul style="list-style-type: none">• Previous experience of working in a café/restaurant.• Previous experience of supervising volunteers.
PERSONAL QUALITIES	<ul style="list-style-type: none">• A passion for the community and making a difference.• Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure.• Ability to work within a team and foster good working relationships.• Willingness to have a full DBS check.• Meticulous standards.• A friendly, positive 'can do' and courteous attitude.• A commitment to the aims, vision and values of Burnley FC in the Community.• Highly motivated, determined and conscientious.• Good judgement and knowing when to seek advice or support.• Enthusiasm, energy and resilience.• An organised and efficient approach to work.• Flexible, helpful and responsive.	