

NEWLYN
ART GALLERY
& THE
EXCHANGE

EMPLOYEE SPECIFICATION	
Catering Supervisor	
<p>Qualifications</p> <p>Qualified in food health and hygiene Personal License holder Trained barista</p>	<p>E HD</p>
<p>Knowledge/Skills/Abilities</p> <p>Knowledge and understanding of food and it's production Knowledge and understanding of good barista skills Experience of preparing food in a catering facility Experience of preparing and monitoring budgets effectively A demonstrable ability to set, achieve or exceed ambitious income targets Able to demonstrate an entrepreneurial approach to business and to achieving income targets Able to administer good health, hygiene and safety practices Good organisational and administrative abilities Excellent interpersonal skills Able to demonstrate a knowledge and understanding of the principles and practice of providing excellent customer care Ability to work effectively under pressure Able to manage and motivate a team Ability to use word processing, computer spreadsheets and database applications Knowledge, understanding of, and enthusiasm for contemporary art practice</p> <p>Experiences</p> <p>Experience within the catering industry in a managerial position. Experience of working in a professional catering environment Experience of managing staff, paid and/or voluntary</p>	<p>E E E HD E HD E E E E E E HD HD</p> <p>E E E</p>
<p>Special Requirements</p> <p>Able to manage own time and that of your team Able to work flexibly including work regular weekends and evenings Positive attitude to the core work of the organisation Current driving licence</p>	<p>E E E HD</p>
<p>E – Essential HD – Highly desirable A – Advantageous</p>	