

JOB OUTLINE		NEWLYN ART GALLERY & THE EXCHANGE
CATERING SUPERVISOR 5 days a week / 33.5 hours per week Tuesday-Friday 6.5 hours and Saturday 7.5 hours		Salary: Band 4 scale point 14-18 £18,590.86- £20,924.17
Report to: Operations Manager	Reported to by: Cafe staff	
Purpose of Job: You will be responsible for putting together a simple offer that delivers on our café values. With the Operations Manager you will ensure that the café generates a significant level of income to support the organisation's core work, and deliver events that bring in additional income. You will ensure that the café is cost efficient and hits budgetary targets, and manage the staff team to provide excellent customer service. This role comes with Duty Manager and Staff Manager responsibilities.		
Main Duties/Responsibilities: Weekly duty managing responsibilities: Saturdays at The Exchange To prepare and deliver a high quality menu appropriate to our operation, and adhering to our policies and values. To plan and implement staffing rotas to ensure effective service delivery. To line manage, recruit, induct, train and motivate a team of staff to deliver the organisation's catering operations. To maintain excellent health and hygiene practices and ensure compliance with all relevant legislation. To administer stock control and orders. To set, with the Director and Operations Manager, appropriate annual income targets for the organisation's catering operations. To work with events manager and operations manager to deliver planned events. To ensure exceptional standards of customer care are maintained by the café team. To act as an advocate for the gallery and all of its services.		

To ensure that visitor feedback received by the catering team is fed back to the rest of the team

To take all reasonable steps to ensure the safety and security of the catering team and cafe-takings and stock.

To demonstrate a positive attitude to your own professional development and that of the staff that you manage.

NB: Newlyn Art Gallery Management is an equal opportunities employer and provider of services. The gallery has a duty to promote race equality and all employees must be aware of that duty and work to the gallery's equality standards.