



CAFE SUPERVISOR WANTED

Saol Café

Saol Café is the first community-based social enterprise Café to exist on a higher education campus in Ireland. The Café is located in the Institute of Lifecourse and Society at NUI Galway. This institute brings together the fields of children, youth, older people and disability into one domain of research, teaching and policy. Its core function is to achieve international excellence in social policy and practice development through the pursuit of interdisciplinary research in the social sciences by creatively integrating the rich and diverse intellectual resources from within the University and beyond. The Café is operated by SCCUL Enterprises CLG., a registered Charity, part of whose goal is to assist communities to develop leadership & management skills so as to tackle social and economic isolation.

The Job

We are currently looking for a Café Supervisor to assist in the day to day running of Saol Café providing quality food and beverages, along with an excellent level of customer service.

The main responsibilities will be as follows

- Preparation of conference catering orders, barista coffees & deli duties.
- Working as part of a team, concentrating on making Saol Café a great place to work, by developing colleagues to achieve their potential in a caring, inclusive environment.
- Maintaining a welcoming, safe and well run cafe for customers that comply in particular with health, safety and hygiene requirements.
- Ensuring adequate stock and assist in maintaining tight stock control and daily rotation of perishables, place orders with suppliers.
- Assisting the Café Manager in the maintenance of required records of all income and expenditure and related documentation – delivery dockets, invoices, receipts, till readings, lodgment dockets etc.
- Adhering to stock and financial procedures to enable preparation of financial accounts by the Café Manager.
- Completion of all other records as required, e.g. incidence reports, cleaning rosters etc.
- Ensuring all relevant Health & Safety policies, HACCP and HSE guidelines are adhered to and issues reported to the Manager as necessary.

- Taking part in any necessary training and development required, to comply with all company policies and procedures.
- Contributing to the development of the Café to ensure a positive customer experience, increased footfall and growth in customer sales.
- Completion any other duties that may be required to successfully complete the duties of a Café Supervisor on an ongoing basis.

The role will be based mainly in the Saol Café in NUI Galway, however the successful candidate may be required to work at other venues where SCCUL Enterprises CLG., operate.

Person Specification

Essential Requirements for this role	Desirable Requirements for this role
<ul style="list-style-type: none"> • Keen interest in cooking & food preparation, sourcing local & organic produce. • Excellent customer service skills • Relevant experience of working in a café environment. • HACCP • Ability to be flexible and work as part of a team. • Excellent communication skills • Willingness to train & mentor colleagues • Have a caring manner, patience & friendly disposition 	<ul style="list-style-type: none"> • Manual Handling certification • Working knowledge of Gmail, word, excel & PowerPoint • Familiarity with meeting & conference catering

Applications should be made by emailing current Curriculum Vitae to:

annette@scculenterprises.ie

The Café operates Mon-Fri during the day, but occasional evening & weekend work may be required.

Salary will be commensurate with experience

Closing date for applications: 24th June, 2016

SCCUL Enterprises CLG., is an equal opportunities employer