



CYNGOR TREF MACHYNLETH TOWN COUNCIL

Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER

Telephone : 01654 702 571

E-mail : town-clerk@machynlleth-tc.gov.uk

CAFÉ SUPERVISOR JOB DESCRIPTION

Café Supervisor Duties and Responsibilities :

The Café Supervisor will ensure the seamless running of the café in the most efficient and effective manner delivering the highest possible standards of service whilst being pro-active in improving the turnover and profitability.

Comply with all aspect of the Food Safety Act 1990 (General Food Law Amendment-EU Exit Regulations 2019) which provides the framework for food legislation and creates offences in relation to safety, quality and labelling.

Ensure that all Food & Hygiene paperwork is up to date should an impromptu inspection take place.

Provide support to staff when the need arises.

Prepare weekly work schedules/rotas and have a suitable alternative in case of a sudden absence by another staff.

To report any issues arising to Facilities Manager.

Ensure that all café expenses are within budget and identify ways to increase income whilst ensuring that costs are kept at a reasonable level to achieve a profit.

Order stock as and when needed, with a mind on the best price possible between several suppliers and as much as is possible to seek local suppliers for fresh alternatives.

Resolve any complaints from customers regarding food quality and customer service.

Identify strategies to retain the already established customer base and attract a new one.

Be available to work at times of Festivals, at weekends and on Bank Holiday weekends.