



CAFÉ SUPERVISOR

The Army Flying Museum at Middle Wallop in Hampshire tells the story of British Army Flying from the earliest attempts to conduct operations with gas filled balloons in the late 1800s to today's Army Air Corps which has operated with distinction around the world in a number of roles.

We welcome about 30,000 visitors to the Museum each year, with a further 20,000 café-only visitors, and this number is steadily increasing. We have received funding from the National Lottery Heritage Fund to significantly improve and develop the Museum and we reopened to the public on 01 April 2019. This is a critical time for the Museum and the Café and the Café Supervisor will have a big part to play in its continued success.

We are looking for a Café Supervisor to join us and work alongside our current Supervisor within our busy team. The Apache Café is open 7 days a week from 09.00 to 16.00 (17.00 in July and August) serving a range of homemade cakes, snacks, sandwiches and light lunches. We also hold corporate events and public lectures in the Museum which the Café team usually cater for. The Café has huge potential and is a popular haunt amongst those in the know!

SALARY: £9.50 ph dependent on skills and experience

HOURS: 37.5 hours per week, working 5 days out of 7 days, some evening work involved for events

CONTRACT: Permanent (subject to a 6 month probation period)

APPLY: Applications consisting of a cover letter (maximum 2 pages) detailing your suitability for the role and a current CV should be emailed to Corporate@armyflying.com or sent to:

Kimberley Matthews, Commercial Operations Manager,
Army Flying Museum, Middle Wallop, Stockbridge, Hampshire, SO20 8DY

The Army Flying Museum welcomes applications from all sectors of society and follows a policy of non-discrimination on the basis of race, religion, colour, gender, age, nationality or disabilities. If you have a disability please let us know in your application. The Museum is committed to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.

The Army Flying Museum is a company limited by guarantee registered in England no. 2109510 and a registered charity no. 297897.



JOB DESCRIPTION: CAFÉ SUPERVISOR

Salary: £9.50 ph

Location: The Army Flying Museum, Middle Wallop, Stockbridge, Hampshire, SO20 8FB

Hours: 37.5 hours per week working 5 days out of 7 days. Café is open daily from 09.00 to 16.00 (17.00 in July and August). Some evening work required for events.

Reporting to: Commercial Operations Manager

Responsible for: Café Staff

Contract: Permanent (subject to a 6 month probation period)

Job Description

Quality: To provide a high standard of quality food and drink and deliver an excellent service for our customers

Budget Control: Responsible for effective management of the Café / Catering budgets to maintain profit lines

Food Preparation and Storage: Must be hygienic and with minimum waste and food to be properly stored.

Cash control: To be responsible for café cash and card transactions

Customer service: To ensure café staff provide an exemplary standard of customer service

Equipment: To ensure equipment operated properly and report defects when they occur

Health and Safety: To have completed appropriate Health and Safety training and comply with legislation

Provision and supply: To conduct ordering and meet delivery demands

Wastage: To ensure this is minimised and recorded

Food safety legislation: To ensure compliance with all current legislation and maintain 5-star rating with EHO

Training: To undertake training and supervise training when required

Laundry: To conduct laundry of café linen when required and manage

Person Specification

ESSENTIAL

- At least 5 GCSEs (or equivalent) including Maths and English
- At least 3 years' experience in a similar role (ie. Chef, catering manager)
- Experience of the design and preparation of good food
- Experience of stock management and food hygiene legislation
- High level of numeracy and experience of calculating and achieving profit lines
- Experience of staff line management in a catering environment
- Attention to detail and high level of accuracy
- Experience of working on own initiative
- Strong interpersonal skills, combined with enthusiasm and energy

DESIRABLE

- Good computer skills, including Word, Excel, Powerpoint & Outlook
- Experience within a cultural or charitable organisation
- Experience of using an EPOS system