

**Dundee Industrial Heritage Ltd.
Café Supervisor - Kitchen / Front of House
Discovery Point
Job Description**

Identification

Post Title : Café Supervisor Kitchen / Front of House
Terms : Permanent / Full time
Department : Operations Department

Background

Dundee Heritage Trust runs two highly respected and vibrant museums – The Royal Research Ship Discovery/Discovery Point and Verdant Works. Both sites are fully accredited museums and have won numerous awards, both national and international, as well as being 5 star rated attractions with Visit Scotland. Both the polar and jute collections are Recognised Collections of National Significance.

Purpose of Job

We are looking for a highly motivated Café Supervisor to join our team at Discovery Point. This will include supervising both front of house and the kitchen. These hours will be over the space of 5 days and shift patterns are between 9 a.m. and 5.30 p.m. Monday – Sunday. The ideal applicant must have experience of leading and managing in a similar role, be well presented, good communication skills and have great time management.

Duties will include:

- Operating the till on a daily basis
- Responsible of cashing up at the end of the day
- Ensuring the kitchen and café area are cleaned in accordance with Health and Safety regulations and Guidance
- Keeping cleaning and temperature records
- Undertaking the preparation of basic food preparation
- Ensuring that the café environment is pleasant and welcoming in line with the image agreed with the Managers
- Deal with any issues or problems during the absence of the Café Manager, in a timely manner and in line with the Managers policy
- Ensuring that any risk assessments are complied with
- Maintaining records as required by the Café Manager

Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out other duties to the equivalent level that is necessary to fulfill the purpose of the post.

April 2019

Please note interviews for this post will be held on Thursday 16 May 2019