



SUPERVISOR JOB DESCRIPTION

JOB TITLE: SUPERVISOR

LOCATION: STORE, IN PERSON

REPORTS TO: STORE MANAGER

PAY: £13.18 PER HOUR

**HOURS: FLEXIBLE HOURS REQUIRING WEEKDAY, WEEKEND
AND EVENING SHIFTS**

JOB DESCRIPTION

Ground Espresso Bars was established in 2001 in Coleraine. We are a family-owned and operated business. It is our mission to provide a haven for our customers where comfort, friendship, happiness, quality and ethics become synonymous with our name.

We are looking for a confident and friendly supervisor to help lead our team. You'll be working closely with the manager to ensure the smooth running of the day-to-day operations of the store.

Previous supervisory or proven leadership skills are required for this position.

YOUR ROLE WILL INCLUDE THE FOLLOWING DUTIES:

Leadership

- Placing orders with our suppliers on time for the right quantity
- Completing monthly stock takes accurately
- Managing wastage by correctly stocking and reviewing sales of individual items
- Leading the team on a day to day basis, including informing them of company news or developments
- Working with store manager daily to complete tasks as instructed
- Identifying and delegating tasks
- Opening and closing the store
- Be responsible for promoting the company's mission and maintaining high standards
- Follow all policies – Health & Safety, HACCP and COSHH
- Willingness to support the company by working in neighbouring stores when required

Barista duties

- Making and serving hot drinks to standard
- Food preparation - ensuring you follow guidelines
- Kitchen duties - clearing tables
- Ensuring daily cleaning duties are completed
- Serving customers in a warm and friendly manner
- Cash handling - operating our touch screen tills to process orders/cashing up

SKILLS

Customer service

Teamwork

Problem-solving

Organisational

Communication

Approachable

Time management

Taking initiative

Friendly

BENEFITS:

- Company pension
- Discounted or free food