**THE CLEARING CAFÉ BAR SUPERVISOR**

## APPLICATION PACK

Thank you for your interest in the above vacancy.

**How to apply**

Please complete the following:

1. Application form
2. Up to date CV which explains any gaps in employment

Once you have completed your application form and CV, please email them to: [allegragalvin@creativefoundation.org.uk](mailto:allegragalvin@creativefoundation.org.uk) (preferred)

Alternatively, please return them to:

Allegra Galvin  
Quarterhouse Director

Creative Foundation

Quarterhouse  
Mill Bay

Folkestone

Kent CT20 1BN

If you have any questions relating to this vacancy, please contact Allegra Galvin by email: [allegragalvin@creativefoundation.org.uk](mailto:allegragalvin@creativefoundation.org.uk)

**Deadline**

Applications open on Tuesday 8th August. We will consider applications from Friday 11th August and will close for further applications when we have filled the vacancy. We therefore recommend that you apply as soon as possible.

Interviews will take place in Folkestone on Friday 18th August, and we may continue to hold interview dates until all Café Bar roles are filled.

**ABOUT THE OPPORTUNITY**

We are looking for an enthusiastic, capable Café Bar Supervisor for our venue café, The Clearing. The Clearing is a ‘pop up’ for 13 weeks, during the Folkestone Triennial and Folkestone Book Festival. Subject to review of the operation, we hope to extend The Clearing into a permanent café. We will serve breakfast and lunch using ingredients sourced locally. You will be required to work as part of a small team, taking responsibility for running the café and managing the Café Bar Cooks and Assistants.

**ABOUT THE CREATIVE FOUNDATION**

**Our Vision**

The Creative Foundation is a unique arts organisation with a range of activities meaning it makes a positive difference to the town, the region, its inhabitants and its visitors. This gives the charity a significant advantage in making it a great place to work.

**Our Mission**

The Creative Foundation is an independent arts charity dedicated to enabling the regeneration of Folkestone through creative activity. Working with the people of Folkestone, our partners and other stakeholders we will transform the town making a better place to live, work, visit and study.

<http://www.creativefoundation.org.uk/>

**Creative Foundation projects**

[Creative Quarter](http://www.creativequarterfolkestone.org.uk/)

[Quarterhouse](https://www.quarterhouse.co.uk/)

[Folkestone Book Festival](http://www.folkestonebookfest.com/)

Folkestone [Artworks](http://folkestoneartworks.co.uk/)

[Folkestone Triennial](http://www.folkestonetriennial.org.uk/)

**JOB DESCRIPTION**

**Job Title:** The ClearingCafé Bar Supervisor

**Salary range:** £23,000 per annum (pro rata)

**Reports to:** Quarterhouse Directors

**Responsible for:** The ClearingCafé Bar Cooks and Assistants

**Location:** Based at Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN

**Hours:** 40 hours per week on a 3-month fixed term contract, with an immediate start, with the possibility of extending the contract upon review of the café operation. The café is open from the 31st August to 1st December 2017, 7 days a week. Regular hours 9.00 to 17.00, service 10.00 till 16.00. Flexible work hours may be required to cover events which will include early mornings/ late nights and weekends.

**Purpose of Job/Key Objectives**

**JOB PURPOSE**

Ensuring The Clearing Café Bar is run efficiently and compliantly, with a consistently high standard of customer service and team management.

**KEY RESPONSIBILITIES**

**Key responsibilities**

* Manage the Café Bar operation, including legal sale of alcohol, monitoring speed of service at busy times, making sure consistency and quality is kept to a high standard at all times;
* Actively encourage and respond to customer feedback;
* Manage, monitor and train all Café Bar staff, ensuring staff are well presented, welcoming, friendly and pro-active in their roles;
* To make an active contribution to the day-to-day operation of Quarterhouse by attending team meetings and maintaining regular and clear communications with all departments and staff throughout the Creative Foundation;
* Manage the financial aims, ordering and stock control of the Café Bar;
* Adhere to Health & Safety and food hygiene regulations;
* A flexible approach is required for this role, as additional duties commensurate with the role may occur from time to time. This job description is intended to reflect a range of duties the post-holder will perform.
* The job description will be reviewed after the 13 week ‘pop-up’ and may be changed in the light of experience and in consultation with the post-holder.

**KNOWLEDGE AND EXPERIENCE**

* Three year’s minimum experience of managing a café, bar, restaurant or public house.
* Knowledgeable and passionate about food and drink.
* Personal licence holder.
* Possess strong leadership, organisational and decision making skills.
* High customer service standards.
* Fully barista trained.
* Working knowledge of Microsoft Word, Excel and Outlook
* Experience of Health and Safety in a food environment
* Experience of EPOS till system (desirable)
* Food and hygiene certificate (desirable)
* First Aid qualification (desirable)

# SKILLS & ATTRIBUTES

* Good communication skills
* Good organisation skills
* Team Player
* Calm, focussed and motivated under pressure
* Efficient, hard-working and energetic
* Committed to Folkestone’s regeneration through the arts
* Flexible approach to working within a busy and demanding environment.

**CAFÉ BAR SUPERVISOR**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| --- |
| Are you legally eligible for employment in the UK? |
| How did you hear about this vacancy? |
| What is your earliest availability to take up this new position?  This is a full time role, however the Café Bar is open 7 days a week. Therefore please indicate your preferred working pattern by ticking the appropriate boxes:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | MON | TUES | WEDS | THURS | FRI | SAT | SUN | | AM |  |  |  |  |  |  |  | | PM |  |  |  |  |  |  |  | | |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

Signature: Date:

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED:  DATE OF INITIAL RESPONSE: |

**SECTION 3:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTION, USING NO MORE THAN 500 WORDS.**

Why do you think you are suitable for the position of The Clearing Café Bar Supervisor and what skills will you will bring to the role?

**SECTION 3:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

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| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

**Equal Opportunity Monitoring Questionnaire**

This section will be separated from your application on receipt. Any information provided is strictly confidential and will not affect your application.

**Job Title:** Café Bar Supervisor

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| **Gender:** | | Male | | |  | | | | 🞎 | | |
|  | | Female | | |  | | | | 🞎 | | |
|  | | Transgender | | |  | | | | 🞎 | | |
|  | | Prefer not to answer | | |  | | | | 🞎 | | |
|  | |  | | |  | | | |  | | |
| **Age:** | | |  |  | | --- | --- | | 18 – 25 |  | | 26 – 35 |  | | 36 – 45 |  | | 46 – 55 |  | | 56 – 65 |  | | Over 65 |  | | | |  | | | | 🞎 | | |
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| **Ethnicity/cultural diversity**  Please choose one from A to E, then tick the appropriate box to indicate your background. | | | | | | | | | | | | |
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| A | White | | |  | | |  | | |  | | |
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|  | British | | |  | | |  | | | 🞎 | | |
|  | English | | |  | | |  | | | 🞎 | | |
|  | Scottish | | |  | | |  | | | 🞎 | | |
|  | Welsh | | |  | | |  | | | 🞎 | | |
|  | Irish | | |  | | |  | | | 🞎 | | |
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|  | Any other white background, please write in:  ………………………………………………… | | | | | | | | | | | |
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| B | Mixed | | |  | | |  | | |  | | |
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|  | White and Black Caribbean  White and Black African  White and Asian | | | | | | | | | 🞎 | | |
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|  | Any other Mixed background, please write in:  ……………………………………………………… | | | | | | | | | | | |
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| C | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | | | | | | | | | |
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|  | Indian  Pakistani | | | | |  | | 🞎 | | |
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|  | Bangladesh | | | | |  | | 🞎 | | |
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|  | Any other Asian background, please write in: | | | | | | | | | |
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| D | Black, Black British, Black English, Black Scottish or Black Welsh | | | |
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|  | Caribbean |  | | 🞎 |
|  | African |  | | 🞎 |
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|  | Any other Black background, please write in: ……………………………………………………… | | | |
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| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh | | | |
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|  | Chinese | |  | 🞎 |
|  | Vietnamese | |  | 🞎 |
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|  | Any other Chinese background, please write in: …………………………………………………… | | | |
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| F | Other Ethnic Group | | |  |
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|  | Please write in: ………………………………………………… | | | |
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| **Disability monitoring** | | | |  |
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| Do you consider yourself disabled? | | | |  |
|  | |  | |  |
| Yes | |  | | 🞎 |
| No | |  | | 🞎 |
|  | |  | |  |
| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? | | | | |
|  | |  | |  |
| …………………………………………………………………………………………………… | | | | |