HOSPITALFIELD

Dedicated to contemporary art and ideas,  
Hospitalfield is a place to work, study, learn, visit and enjoy

Job Description - Café Supervisor

**Contract**: Permanent

**Hours:** February – March, Saturday and Sunday, 16 hrs/p/week + extra hours for events

April - October, Thursday to Sunday, 32 hrs/p/week + extra hours for events.

November – December Saturday & Sunday, 16 hrs/p/week + extra hours for events

Mid December till Mid February the cafe is closed for the season but some events still take place

**Salary**: £9.50 p/h

**Reporting to:** Simon Brown Chef & Catering Manager

**Deadline for application:** Friday 4 Feb 2022, 5pm

This is an exciting time to join the team at Hospitalfield House as we re-open our café for only its second year of operation. It will also only be the second year of our redesigned gardens being open to the public.

The Garden Café looks to promote the wonderful food production of Angus and the wider area and include home grown vegetables and herbs straight from the garden. The coffee has a great reputation in the region and we see visitors for morning coffee, long lunches and an afternoon with tea, coffee and cake. We also cater for groups and hires, and some evening events where we can host evening dinner in the café and gardens for specific occasions.

We wish to appoint an enthusiastic, friendly, energetic, efficient and committed café supervisor to run the front of house at this important time as we bring the café back to life for its second year. Applicants should have demonstrable experience of working in a similar busy café/restaurant environment with a passion for excellent coffee, great food and brilliant customer service.

The Garden Café at Hospitalfield will attract visitors from outside the area who are coming to visit the house and gardens and learn more about its history. Also, very importantly, we will draw a local loyal following and it will be the role of the Cafe Supervisor to provide all our customers with a warm welcome. Our aim is to make this an award-winning café. You will be part of a small team that works well together to ensure that we create an atmosphere that is outstanding in its welcome to all those who visit, who will go on to recommend it to others.

**Roles & Responsibilities**

To work with us and take a leading role in maintaining the systems that we need for a busy efficient café. Aim always to provide an outstanding customer experience and work with the team to set the tone and atmosphere for the café.

Communicate with confidence to customers information on:

* The food and drink menus
* Tickets for the gardens
* History and function of the house

**Responsibilities**

* Supervise café staff.
* Handle cash/reconcile till at the end of day.
* Manage stock and ordering for the café.
* Open & close premises.
* Take orders.
* Serve tables.
* Make barista style coffee and other drinks.
* Ensure the café and all equipment is kept clean and tidy.
* Work and sometimes supervise at events.

**Skills & Experience**

**Essential**

• Experience of working in a busy catering environment for at least 2 years with some lead/management experience.

• Good communications skills that make customers feel comfortable.

• Enthusiasm to produce barista style coffees with passion and pride, and ensure that other staff members do the same.

• Ability and willingness to learn about the history and heritage of the house and the other activity in general terms so as to communicate this to visitors.

**Desirable**

• Able to drive.

• Hold a personal alcohol license.

• Experience of having played a leading role in a successfully developed catering business.

• Experience of working in a residential setting such as a hotel.

• Knowledge of Angus and or Tayside networks in relation to food.

• Experience of growing and producing food.

**To Apply**

Please complete the application form via submittable and include a CV

**Notes on Hours:-**

The hours will have seasonal variations and also variations of working times as there will be event work outside of the opening hours of the café, therefore we require someone who can be flexible around these needs.

**Equalities**

In alignment with our Equalities policy, Hospitalfield recognises the great benefits in having a diverse workforce with different backgrounds and lived experiences. We are committed to providing a welcoming environment for everyone, regardless of gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, or religion or belief. In recognition and reflection of this, we would like applicants to bring diverse perspectives to the organisation so particularly invite notes of interest from those who are underrepresented in the arts and charity sectors.

**Notes on Hospitalfield and the Future Plan**

The original medieval building on the site at Hospitalfield was established in the 13th century by the same Benedictine order of Monks who built the vast Arbroath Abbey. It was intended as a place of hospitality and later became a monastery. This was a place of generous hosting, where food was harvested from the gardens, cooked in the kitchens and the visiting pilgrims, many who had travelled great distances, were made to feel nourished and welcome. Whilst there is little evidence remaining of the architecture from this time, if we look at the grandeur of the Abbey, we can assume that the monks would have designed their place of hospitality with a similar ambition to this extraordinary early Christian building. The house standing on the site today is the extraordinary 19th century Arts &Crafts house designed by the artist Patrick Allan Fraser. On his death in 1890 he left his property and estate in trust to support artists. In 1902 Hospitalfield opened as one of Scotland’s first art schools. Today we run the house and estate as one of Scotland’s most important cultural hubs for artists and visitors. We have a residential programme for contemporary artists, writers, film makers, students and more, supported in our current accommodation of 13 bedrooms. Building our venue hire and catering business is a high priority as we meet the demands of a business plan that will guide the future of the Trust. Hospitalfield’s Future Plan includes an £11m investment into the development of the estate. The opening of the café and gardens represented the completion of the first of 3 phases.