wallacespace

Caffe Supervisor – Central London

About us

Wallacespace provides brighter thinking spaces for off-site meetings, training, workshops and events. Founded in 2002, we now operate across 4 buildings in Central London, with 60 different spaces for between 4 and 150 people.

The success of our business is rooted in the strong relationships we have with our clients, most of whom return to us regularly and recommend us to others. Beyond the creative, bright and fresh spaces we offer, we aim to delight our clients with our energetic 'can-do and do do' attitude and everyone who works with us shares our refreshing and positive approach to providing great space with outstanding service.

About the role

Our Caffe Supervisors are the heart of our kitchen spaces, not just working alongside our Caffe Assistants, they lead the caffe team and work across all departments providing excellent service and support.

1) Supervisor

- **Atmosphere** – creating a great atmosphere in the Caffe for the clients
- **Stock Management** – ordering, stock control, follow in-house procedures and reporting on stock
- **Caffe Team** – supervising a team of up to 15 people including waiting staff, kitchen porters and chefs
- **Hygiene and food safety** – ensure standards are met at all times, training staff in hygiene practices and cleanliness in the caffes
- **Kitchen spaces** – ensure caffes are opened and closed correctly each day and the caffe team follow the opening and closing procedures
- **Caffe Manager** – work alongside and in the absence of the Caffe Manager, liaising with the clients on a daily basis to make sure of any special dietary requirements for lunch and liaising the information to the Chefs
- **Event Support** – organizing and managing evening functions
- **Reporting** – using our in-house software to gather information for events and being able to relay this back to the teams
- **Communication** – being able to clearly communicate up, down and across all departments, along with suppliers and any external companies
- **Training** – take charge in the training of new Caffe Assistants

About you

Values	Qualities	Skills
Personable and presentable	Common sense	Communication
Great eye for detail	People lover	Problem solving
Improving standards	Friendly and approachable	Prioritisation
Getting stuck in	Thoughtfulness	Hospitality
	Foresight	Excel/Word
	Well organised	Management
	Team player	Customer service
	Diligent	Food Hygiene

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In addition to some great day to day benefits you will also receive

- £20-23k per annum (depending on experience) plus discretionary bonus.
- 28 days holiday (incl bank hols).
- Working environment to inspire, motive and collaborate both our clients and staff.
- Excellent personal and professional development opportunities.
- Advantage of working with a close-knit team.
- Breakfast & lunch included - @ wallacespace our food is designed to help our clients stay focused + more productive, so we'd be missing a trick if we didn't share it with our teams.
- Bonus scheme.
- Life assurance.
- Pension.
- Access to travel loans, childcare vouchers + the cycle to work scheme.

We welcome applicants from all backgrounds. However, in line with the Asylum & Immigration Act we do require that you must be eligible to live & work in the UK.