

MONMOUTH

COFFEE COMPANY

VACANCY: ASSISTANT SUPERVISOR - RETAIL (Maternity Cover or Permanent)

Monmouth Coffee is seeking a responsible and enthusiastic new assistant supervisor to join our retail team. This person will help with the daily management of the shop and take overall responsibility as holiday cover each year.

Position Responsibilities:

- Learn how to work as a senior member of the team on the shop floor day to day - selling coffee, making coffee and looking after our customers.
- Help to build a great team and assist with on-going training.
- Run trial days for prospective staff and provide feedback for hiring decisions.
- Learn all of the ins and outs of running the shop, including:
 - Forecasting and ordering beans.
 - Day to day shop management - staff organisation, coordinating lunch breaks, etc.
 - Stock management and ordering - milk, pastries, non-coffee items, etc.
 - Oversee monthly and quarterly stock-takes.
- Be a point of contact for service providers and contractors; communicate issues and follow through.

Person Specification:

- Understand what we do - sell coffee and be nice to people.
- Self-motivated & positive.
- Keen to learn new skills.
- Good written and conversational English
- Good computer skills (Word, Excel, Outlook)
- Able to work legally in the UK for a minimum of 18 months.
- Experience managing people, a shop and making coffee will be advantageous

To apply:

Please email a CV and covering letter to work@monmouthcoffee.co.uk. We regret that only candidates selected for an interview will be contacted.