

## Role: Weekend Shop and Café Supervisor (paid position)

We are community shop and café located in the heart of Wigginton, looking for a committed, enthusiastic person to ensure the smooth running of our weekend shifts.

Ideally, you will have supervisory experience of a small team in a retail and fast-paced coffee shop/café environment.

### What does the job involve?

- You will supervise the shifts, in line with our Lead/Supervisor policy, including all Health and Safety/Covid secure guidelines
- You will supervise the amazing team of volunteers and paid staff on your shift, including mentoring and training as well as motivational support
- You will assist Sally, our manager with operational tasks
- You will be an incredibly valued and active part of the shop's operational team, attending 1:1 meetings with Sally on a regular basis
- You will be responsible for the opening and closing routine of the shop on your shifts
- There may be further paid hours available Mon-Fri to cover holidays/sickness for example

### What are the hours?

- Core hours are: Saturday 8-5pm and Sunday 8:30-1:30pm

### When can I start?

- Immediately!

### Who do I report to?

- Sally, our manager

### What else do I need to know?

- As this role involves working with young people and vulnerable adults, you'll need a DBS certificate which we will arrange.

### How do I apply?

- In the first instance, please email Sally at [manager@wiggintonshop.org.uk](mailto:manager@wiggintonshop.org.uk) with some background on yourself and your experience, or call her on 07419 310879 Mon-Fri 9am-5pm.