

Cafe Supervisor

Location: Pelican House, Bethnal Green, East London

Hours: 5 hours per week

Reports to: Managing Director (support provided by Administration Assistant for day to day matters)

Contract: Part time, Fixed Term for 6 months

Salary: £15 per hour

About Bahay Kubo

Bahay Kubo is a charitable housing organisation providing affordable homes, advocacy, and support to communities in need, with a particular focus on the Filipino community and other East and South East Asian communities in the Greater London area. We are committed to ensuring that our tenants feel safe, supported, and part of a thriving community.

About the Cafe and Community Hub

Kapwa Cafe & Community Hub is a new service from Bahay Kubo: a welcoming cafe and community space open to tenants, local residents, and the wider Filipino and East and South East Asian communities. The hub will offer affordable food and drink [including Filipino food and drink], a place to meet and connect, and a base for community events, activities, and support.

Role purpose

The Cafe Supervisor is a part-time post, working one day per week, responsible for the compliance, systems, and supplier management that keep the Cafe and Community Hub running safely and sustainably. The post holder leads on food safety and health and safety, manages ordering and stock, and supervises the Cafe Assistants.

Because the post holder is on site one day per week, the focus of the role is on putting in place, maintaining, and checking the systems, records, and procedures that enable the cafe team to deliver a consistently safe, high-quality service throughout the week.

Key responsibilities

- **Food safety and hygiene**
 - Develop, maintain, and review the cafe's food safety management system based on HACCP principles (for example,

the Food Standards Agency's Safer Food, Better Business), making sure it is followed and records are kept.

- o Act as the cafe's lead contact for the local authority Environmental Health team, preparing for and supporting food hygiene inspections.
- o Maintain the cafe's allergen information for all food and drink, including correct labelling of any food prepacked for direct sale.
- o Check daily records such as temperature logs, cleaning schedules, and opening and closing checklists each week, addressing gaps promptly.

- **Health and safety**

- o Carry out and review risk assessments for the cafe and community space, including fire safety, hazardous substances (COSHH), manual handling, and lone working, in line with Bahay Kubo's wider health and safety arrangements.
- o Make sure equipment is safe and serviced, arranging repairs and keeping maintenance records.
- o Maintain the accident and incident log, review incidents, and put preventative measures in place.
- o Make sure first aid provision, fire procedures, and pest control arrangements are in place and up to date.

- **Ordering, stock, and suppliers**

- o Place orders with suppliers, manage stock levels, and keep waste to a minimum.
- o Source and manage suppliers, checking they meet food safety and allergen standards and offer value for money.
- o Carry out regular stock takes and set minimum stock levels so the team knows when to reorder.
- o Monitor prices, margins, and cafe spending against the agreed budget, reporting to [line manager].

- **Team supervision and training**

- o Supervise the Cafe Assistants, including rota planning, regular one-to-ones, and support with probation and appraisals.

- o Deliver and record induction and ongoing training in food safety, allergens, health and safety, and cafe procedures, making sure certificates are kept up to date.
 - o Produce clear written procedures and handover notes so the team can run the cafe confidently on days the Cafe Supervisor is not on site.
 - o Support the induction of cafe volunteers, where applicable.
- **Reporting and development**
 - o Provide regular updates to [line manager] on compliance, sales, costs, and any risks or issues.
 - o Contribute ideas to develop the menu, pricing, and cafe offer in line with the needs of the community and the aims of the hub.

Person specification

Essential

- Essential: experience of supervising in a cafe, hospitality or food service setting
- Essential: Level 2 Food Hygiene certificate (or willingness to complete within the first month)
- Working knowledge of HACCP-based food safety management, allergen requirements, and food hygiene inspections.
- Experience of completing risk assessments and managing health and safety in a food or public-facing setting.
- Experience of ordering, stock control, and managing suppliers.
- Experience of supervising and training staff.
- Highly organised and self-directed, able to prioritise effectively within one day per week.
- Clear written communication skills, including writing procedures and records that others can follow.

Desirable

- Level 3 Supervising Food Safety and a health and safety qualification, such as Level 2 Health and Safety in the Workplace

- A health and safety qualification, such as IOSH Managing Safely or equivalent.
- Allergen management training at Level 3 or equivalent.
- Emergency First Aid at Work certificate.
- Experience in a charity, community, or social enterprise cafe.
- Knowledge of Filipino or wider East and South East Asian food and suppliers.
- Lived experience of, or experience working with, the Filipino or wider East and South East Asian communities.

Key Outcomes

- The cafe achieves and maintains a food hygiene rating of [5].
- Food safety, allergen, and health and safety records are complete, accurate, and ready for inspection.
- Risk assessments are current, and staff understand and follow them.
- Stock is well managed, with minimal waste and no avoidable shortages.
- Cafe costs are kept within the agreed budget.
- Cafe Assistants are trained, confident, and well supported.