



13-14 St Patricks Bungalows, Boherbee, Tralee, Co. Kerry

Position: Coffee Truck Supervisor

The Coffee Pod is a social enterprise coffee/food truck located in Tralee, Co Kerry. We are now recruiting an experienced food and drinks supervisor to manage the day to day operations of the coffee truck.

Contract: Fixed term contract (6 months) Start date September 2022

Hours of work: Monday – Friday 28 hours per week.

Rate of pay: Circa €16ph

1. Person Description

To be responsible for ensuring the effective operation of coffee/food truck, including supervising staff, stock management, preparing high quality products and customer care. Experienced with staff training, mentoring and supports within the work environment.

2. Principal duties and responsibilities

- Key holder responsibilities including opening up and closing down and ensuring the food truck is secure at all times. Setting up and closing down the coffee/food truck each day.
- To support and supervise trainees in their continued professional development and career progression.
- Must be flexible depending on the requirements of the role.
- Necessity to attend training as appropriate, including Basic Food Hygiene and Health & Safety training and refresher training as appropriate.
- Report on a weekly basis, or as otherwise agreed, to the centre manager on all relevant issues or general concerns.
- Attending team, front of house and staff meetings as appropriate
- Barista Training to be on going, including the development of team members and refresher training as products develop, to the chosen coffee barista standards.
- The coffee/food truck supervisor oversees the counter assistants, and acts as the coordinator with the kitchen.

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- To organise staff rotas, hours, holidays and operations.
- Cash handling, float management and till reconciliation daily.
- Prompt and accurate cashing up at the end of the day, and transfer of money into safe.
- To assist with the ordering and storage of food, beverages and cleaning products liaising with the centre manager on any additional stock changes or requirements.
- Stock take as requested by Traded Services. Maintain adequate stock levels of snacks, drinks, crockery and disposables.
- Immediately inform your line manager of any financial issues that arise whilst working.
- Ensure feedback to centre manager on any issues outstanding in a prompt manner.

Please send CV and cover letter to the following by the 26th September 2022

Mary Carroll, TIRC, 13-14 St Patricks Bungalows, Boherbee, Tralee, Co. Kerry

Email: info@tirc.ie

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