



ON'S  
fé

Espresso 1.50  
Macchiato 1.50  
Flat White 1.50  
Cappuccino 1.50  
Mocha 1.50  
Iced Americano 1.50  
Iced Latte 1.50  
Iced Mocha 1.50  
Extra Shot 1.50  
Specialty  
Bread

**Job Pack**

**Café**

**Supervisor**

# Chief Executive's Introduction

## Dear applicant,

I am delighted that you are interested in applying for the role of Café Supervisor at Students' Union UCL and I am pleased to be able to provide you with further details about the role.

Students' Union UCL is an inspiring organisation that is committed to providing a fantastic experience to the 48,000+ students at UCL. We aim to give students a transformative experience whilst studying at the University, supporting them to navigate the challenges of university life and empowering them to be exceptional leaders in their future lives and careers.

We're at an important part of our history, after a period of significant growth and renewal. We have an exciting vision to become one of the best student organisations in the world. In recent years, we have:

- Significantly increased support for our over 350 student clubs and societies, now providing the largest student activities and development programme in the UK with 20,000 active student members.
- Rejuvenated our democratic structures, including holding the largest student elections in the UK in each of the last three years.
- Been awarded Silver for Investors in People, with the Union described as a dynamic and fun place to work.
- Established one of the strongest student volunteering programmes in the UK with over 2,000 students volunteering in the local community each year.
- Expanded the work of our independent student Advice Service – supporting more vulnerable students than ever before.
- Improved the operation of our cafés, bars and gym to provide a higher quality of service and greater profitability to fund student services.
- Securing a multi-million-pound investment to enhance co- and extra-curricular activities as part of UCL's new Student Life Strategy.

You can read about our work over the past year here: [Impact Report 2023](#).

We hope you will be interested in joining us and supporting the next phase of our exciting growth and development.

Best wishes,

**John Dubber**  
Chief Executive



# About the Students' Union

Students' Union UCL is an organisation that exists to make more happen. We are the representative body for University College London's (UCL) students, one of the most diverse student communities in the world. UCL students have the potential to do anything, and the Union plays an essential role in helping them to achieve things they may have never thought possible. As a charity we employ over 90 career staff and deliver a wide range of services and representative functions for students. We work in partnership with UCL towards a fantastic experience for all of our 48,000 students and to ensure that university life enables them to develop the skills, experience and confidence to become the leaders of the future.

Our vision is of an outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

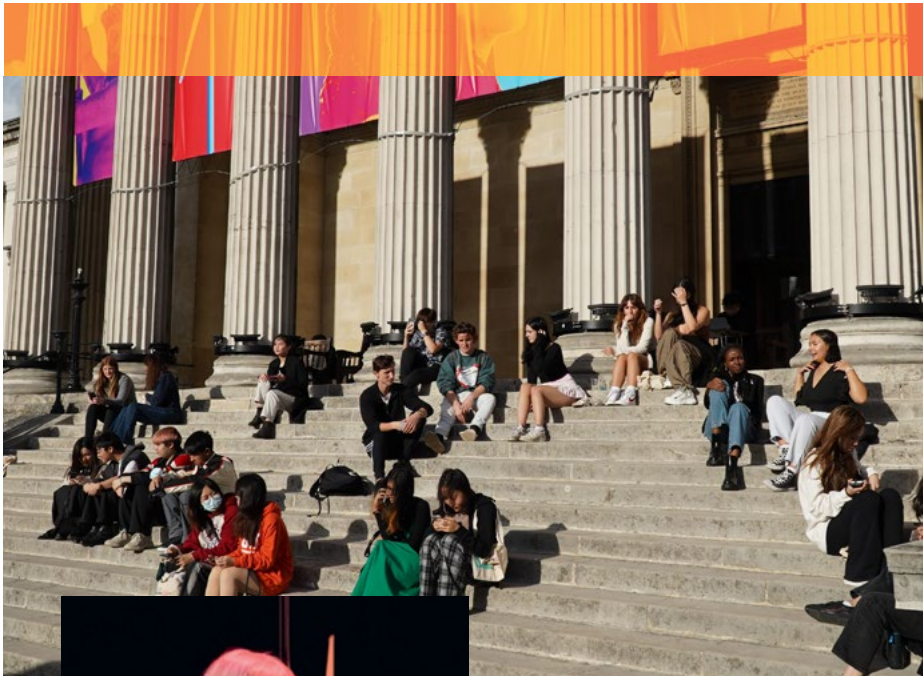
## Our Services

Students' Union UCL is one of the largest student organisations in the UK. It is a charity with over 48,000 student members. It employs around 300 staff and has an annual turnover of more than £10.5m.

It provides a wide range of services including:

- Providing an extensive extracurricular activities programme, with over 350 clubs and societies – with 20,000 members – including all sport, music and performing arts provision at UCL.
- Major events to build student communities and celebrate the culture of student groups across the university.
- One of the largest student volunteering services in the UK, with 2,000 students contributing over 60,000 volunteering hours each year to projects across London.
- Six cafés, four bars, one merchandise shop, a gym, and two convenience stores.
- Support to over 2,000 elected student representatives across all university departments.
- An Advice Service supporting students to deal with housing, financial, academic, and employment issues.
- Fitness centre and 100-acre sportsground.
- Student media and radio station.
- Support to student representation, networks and campaigning groups.
- Student Job Shop.





# Job Description

Job Title: **Café Supervisor**

Reports to: **Catering Manager**

Department: **Commercial**

Grade: **5**

## Purpose of the Job

The Café Supervisor is responsible for the day to day supervision and management of their designated Union Cafe. The post holder must ensure a high quality service, implementing new products as directed by the Catering Manager and ensuring the highest standards of health and safety and statutory regulations are met and maintained.

This role forms a key part of our Operations team, led by the Head of Operations. Comprising of both front facing and behind the scenes departments including; Cafes and Bars, Bloomsbury Fitness gym, Human Resources, Facilities and Systems, the team delivers core functions and central services for the Union, as well as providing a diverse range of quality facilities accessible to our 40,000 members. The Operations team, and this role, are central to the successful delivery of our new strategic plan that will set us on the path to become one of the best students' unions in the UK, and more importantly a better students' union for our members.

## Duties and Responsibilities

### Service Delivery

- To ensure the café is open for business.
- To ensure a high-quality customer service at all times.
- To support the Catering Manager in determining hours of service, price, products, product range, potential new opportunities, and service standards.
- To undertake ongoing merchandising to ensure customer awareness of available products/services and continued sales growth.
- To maintain exceptional standards of cleanliness and tidiness, both front and back of house throughout the service period and ensure that end of session cleaning is completed at the close of business.
- To monitor the working condition of cafe equipment and fixtures and fittings, and arranging for repair as appropriate in line with the authority delegated.

*Continued overleaf*



**Administration and Finance**

- To ensure that cafe stock is sold at the correct retail price and that all income due to the retail units is correctly registered and deposited in the electronic cash registers.
- To ensure the security of any float as issued and takings received and the subsequent safe transfer of takings in accordance with the Union's Financial Procedures.
- To ensure the order, receipt, verification, secure storage and appropriate rotation of cafe stock, maintaining records of deliveries received and any stock transferred.
- To implement measures to ensure that stock theft, loss, and wastage are minimised.
- To perform periodic and ad hoc cash/stock takes as required.
- To undertake follow up action to satisfactorily resolve cash, stock and/or wastage variances.

**Staff Supervision and Management**

- To advise the Catering Manager of cafe staff requirements.
- To assist the Catering Management in the recruitment of permanent cafe staff and recruiting of student staff as required.
- To induct staff into the policies and procedures of the unit, training staff in the delivery of appropriate service standards, merchandising, till procedures etc to maximise their efficiency.
- To roster student staff in line with agreed budgets and implementing staff work schedules as agreed with the Catering Manager.
- To be a highly visible profile, setting service standards and monitoring service delivery.
- To manage staff performance, ensuring regular team meetings are implemented and conduct appraisals.

**Statutory Requirements**

- To ensure that cafe sales are in line with the statutory requirements of the Food Safety Act, Licensing Act and other relevant legislation.
- To supervise health & safety within the cafe, including risk assessment and risk management ensuring that matters of concern are brought to the attention of the Departmental Safety Officer.
- To record details of any accident/incident and reporting the same to Union management and Facilities as appropriate.
- To ensure prompt evacuation of the premises in accordance with evacuation procedures as required.

*Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.*

# Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
<b>Qualifications</b>				
Customer Service and or Management qualification		X		X
<b>Experience</b>				
Previous supervisory experience in a café or retail environment	X		X	X
Experience of ensuring that health and safety, food hygiene and other statutory requirements are met	X		X	X
Experience of minimising cash & stock losses by implementing procedures	X		X	X
Experience of people management and development	X		X	X
Experience of using stock control software and systems	X		X	X
<b>Knowledge</b>				
In depth knowledge of statutory regulations to run a café effectively and legislatively, such as the Food Safety Act and Licencing Act	X		X	X
<b>Skills</b>				
Proven passion for and commitment to delivering service excellence at all times	X		X	X
Ability to act as the designated premises supervisor (you must hold a personal liquor licence or the ability to hold a licence), and ensure all relevant legislation is adhered to e.g. Licensing Law	X		X	X
Proven ability to supervise staff and implement work schedules	X		X	X
Ability to organise and complete work in accordance with deadlines	X		X	X
<b>Values, attitudes and personal style</b>				
Evidence of commitment to Continuing Personal and Professional Development	X			X
A leader on equality of opportunity who values Diversity and removes barriers to equality	X		X	X
Commitment to working in a democratic and student led environment	X			X
Commitment to high standards of customer care	X		X	X
Flexibility and an adaptable approach to work	X		X	X

## Our Vision

**An outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.**

## Our Mission

We build a vibrant and empowered student community with real influence in UCL and beyond, that enables students to enjoy their time at university; pursue their interests and passions; see the world in new ways; and develop the skills and experience to change the world for the better.

## Our Team

Our biggest resource as a Union is our dedicated staff team, who deliver a range of services, such as providing advice, securing volunteering opportunities, supporting our clubs and societies and running our cafes, bars, shops and gym. We also have a number of staff delivering professional functions such as HR, finance, communications, and systems support.

## Our Strategic Themes

**Our Vision and Mission will be achieved through delivering four strategic themes:**

**Effective Influence**

**Amazing Experience**

**Vibrant & Inclusive Community**

**Excellent Union**

Read our current strategic plan at [studentsunionucl.org/about-us](https://studentsunionucl.org/about-us)



# Our Values

## Community Building

- We aim to build a strong sense of community for all our students
- We want students to feel they belong and feel pride in being UCL students
- We support and encourage our diverse student communities to grow and succeed

## Empowering

- We support and empower our students to develop their skills and confidence to change to the world for the better
- We help students to pursue their passions, discover new interests, and do more than they thought possible
- We provide support when students need it, helping them to access information, advice and support that enables them to overcome barriers and achieve their potential.

## Inclusive

- We are a diverse and vibrant community with many different opinions, viewpoints, needs and experiences
- We value every member of our community and always try to ensure that our services enable everyone to participate in our activities and play a full role in student life
- We believe that everyone has a right to express their views and to be listened to and respected as a member of our community

## Fun

- We want to make university life fun, distinctive and memorable
- We want all our students to enjoy their time at UCL and are committed to doing all we can to achieve that
- We embrace a positive, fun and inspiring working culture for our staff and officers

## Democratic

- We believe in representative democracy and work to empower and support our elected officers to help them to be effective leaders of the Students' Union and ambassadors for our members
- We cherish our democratic structures and want as many students participating in them as possible
- We recognise that not everyone will always agree, so we encourage our officers to listen to a broad range of student viewpoints and seek to ensure that they consider the breadth of student opinion before taking important decisions.

## Bold

- We are innovative and ambitious
- We want to be one of the best student organisations anywhere in the world
- Bold thinking is part of our DNA. We are part of a diverse, exciting city and a radical university which has welcomed imaginative thinkers and entrepreneurs

## Sustainable

- We want to be the most sustainable students' union in the UK
- We want to minimise our environmental footprint in every way possible
- We want to hand the Union on to the next generation of student leaders and staff in better shape than we found it, protecting its assets and services for the future

# Our Officers

Each year we ask UCL students to choose full-time Sabbatical Officers, who are elected by cross campus ballot, and serve as leaders of Students' Union UCL during their term of office. They are elected with a democratic mandate and have the goal of making positive change at the Union, UCL and beyond. In this role they serve as members of our Board of Trustees and work in partnerships with our Senior Management Team to represent students to the university and provide leadership to the Union's work.

We believe that becoming a full-time officer is one of the most impactful ways of making change happen. Officers work full-time on a special area that's important to them and represent students as members of our Board of Trustees and as members of senior university committees. They have support of full-time staff at the Union to ensure that they provide democratic leadership to our organisation. We also hold elections for a wide range of part-time voluntary roles.



## Salary and Benefits

The salary range is £30,138 - £33,759 including London Allowance per annum.

The annual leave entitlement is 27 days plus 8 Bank Holidays plus 6 closure days.

Amongst the many benefits, there is enhanced pay for maternity, adoption and paternity. We also facilitate flexible working to ensure greater work life balance. These roles qualify for a generous defined benefits pension scheme with an employer contribution. [Read more on UCL's website.](#)

Further details about the benefits are available via the link: [ucl.ac.uk/human-resources/working-ucl](https://ucl.ac.uk/human-resources/working-ucl).

If you have any queries or would like to have a discussion about the role please contact: Justyna Borsow-Wiska, Catering Manager, at [j.borsow-wiska@ucl.ac.uk](mailto:j.borsow-wiska@ucl.ac.uk).





