



Job Title - Shop Supervisor

Hours - 37.5pw, Monday - Saturday rota

Salary - 23-27k depending on experience

Reporting to - Shop owners Alex & Emma

The Hive is a craft beer and coffee shop located in Crowthorne, Berkshire, United Kingdom. Our ethos is simple, create a welcoming place that we would want to visit. Source the best coffee we could find the best beer from the UK's finest independent breweries, serving English cheese and British charcuterie. Rotate our beers on tap so there's always something new and stock our bottle shop with the best the UK has to offer.

We are looking to recruit a full-time shop supervisor, working 37.5 hours a week, on a Tuesday - Saturday rota. The ideal candidate will have experience in a bar/coffee shop supervisory role and have a love of beer.

Role Responsibilities

- Ensuring the shop and staff always operate efficiently.
- Following opening/closing procedures thoroughly.
- Upholding high food safety and hygiene standards.
- Planning events to drive revenue.
- Reconciling banking at the end of the day.
- Marketing and promoting products via social media.
- Training new staff and upskilling staff when required.
- Filling, rotating stock and ensuring the bottle shop is always filled.
- Completing weekly cleaning schedule.
- Creating weekly working rotas when required.
- Maintain inventory and stock levels.
- Deputising in the absence of the manager.
- Opening/closing the shop as required.
- Serving customers and always demonstrating excellent customer service.

Essential Experience

- Experience in the hospitality industry
- Supervisory or management experience
- Ability to multitask and work in a fast-paced environment
- Experience in cash and credit card transactions

- Ability to work flexible hours, including weekends and evenings

Essential Personal Skills

- Enthusiastic with a positive attitude.
- Strong communication and interpersonal skills
- A trustworthy, reliable, and dedicated person is a must!!
- Excellent customer service skills

Desirable, but not required skills

Food safety/food hygiene training

Personal alcohol license

A love of beer

Benefits

Casual dress

20% Staff discount

Free on site parking

Brewery/Event merchandise

To apply please send your CV, along with a covering letter including contact information for your references to Alex & Emma. Contact@thehivecraft.co.uk

