



JOB DESCRIPTION

Position:	Café Supervisor
Reports to:	Café & Visitor Centre Manager
Salary:	Dependent on experience
Location:	Coach House Café, Dumfries House

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

We are looking for a hard-working, self-driven and motivated individual to join our café team. The café supervisor will oversee the daily operation of the café and staff to ensure a high quality of customer service is delivered.



Key Tasks

Specific Duties will include:

- Lead and supervise café staff, ensuring a smooth operation during shifts and provide on the job training for café assistants.
- Deliver excellent customer service, handle complaints and ensure a welcome environment for all visitors.
- Oversee daily café activities, including opening and closing procedures, setting up and clearing tables, managing stock levels and liaising with other shift supervisors and the Café Manager.
- Assist in the preparation and serving of food and drinks, ensuring quality and consistency.

Person Specification

The essential skills, knowledge and experience required are:

- Prior experience in café or hospitality management is preferred, including supervisory or leadership roles.
- Must be Barista trained and qualified to train staff on barista skills.
- Minimum Food Hygiene level 2 is compulsory.
- Strong leadership, communication, customer service, and problem-solving skills are essential.
- A polite manner and being able to work well under pressure in a busy environment.

Other:

- The post will be based at Dumfries House, Cumnock, KA18 2NJ
- Working pattern is 30hrs per week over 7 days
- Additional hours required during events and holiday cover.
- You must have the legal right to work in the UK.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.

Closing date for applications: Friday 1st of May 2026