

Information for Candidates

Café Supervisor

ma **Summer Season 2026:
Fixed term**

1. About the Foundation

The Henry Moore Foundation was established by one of the great sculptors of the twentieth century. Today it is the largest artist-endowed grant-giving foundation in Europe. At the Foundation, we would like as many people as possible to enjoy and appreciate sculpture and in particular the work of Henry Moore. We want to inspire and inform people of all ages and backgrounds, whether they have an interest in the arts, are studying sculpture or visiting with their family for a day out. We want to extend our reach to worldwide audiences through international touring of our collection; and to support the development of sculpture through our grants programme. We have bold ambitions that require us to capitalise on our assets in order to achieve these aims.

The Foundation is overseen by a Board of Trustees, but day to day management is delegated to the Senior Management Team. We employ around 70 people on permanent contracts across its two sites, but this number rises to over 100 employees during the visitor season at Henry Moore Studios & Gardens. We are also fortunate to be supported by some 50 volunteers each year.

All of our people are encouraged to uphold our core values: Generous & Inclusive, Respect & Value, and Visionary & Creative.

2. Henry Moore Studios & Gardens, Perry Green

Perry Green is the small hamlet near Much Hadham in rural East Hertfordshire, where Henry Moore made his home. Moore lived in *Hoglands* with his family for nearly half a century and created his extraordinary sculptures, prints and drawings in the various studios within the grounds. In 1977 Perry Green became the headquarters of the Henry Moore Foundation, where the grants programme and other central services, including HR, are based.

Visitors to Henry Moore Studios & Gardens can experience Moore's home and studios and enjoy his monumental bronze sculptures sited in the natural environment as he preferred. We have 72 acres of beautiful countryside estate, from natural meadows and woodland to formal gardens, where visitors can appreciate Moore's work.

Perry Green is home to the Henry Moore collections consisting of over 12,000 objects, including monumental bronzes, wood and stone carvings, maquettes drawings, graphics, tapestries and textiles. We organise a busy programme of national and international loans and exhibitions each year, introducing Henry Moore to thousands of people worldwide.

3. Principal Aims of Role

The Café Supervisor is responsible for overseeing the day-to-day running of the Visitor Centre café. This includes stock checking and ordering, time tabling staff, and ensuring strict adherence to food hygiene standards.

4. Responsibilities

- Lead daily operations and ensure smooth service flow from open to close
- Maintain high levels of customer interaction and ensure staff are meeting customer needs
- Maintain high levels of record keeping regarding traceability, ordering and deliveries, fridge and freezer temperatures
- Maintain a safe working environment with a high level of cleanliness in accordance with food hygiene health and safety regulations
- Ensure stock is stored and rotated correctly as per the food safety guidelines and café requirements
- Handle cash floats and reconciliation, ensuring POS is accurate and effective
- Ensure defects and equipment breakdowns are reported urgently and following correct procedure
- Monitor stock control and place relevant top up orders where necessary
- Conduct pre-shift briefings, report operational feedback and facilitate scheduling of staff
- Identify staff development needs related to catering requirements
- Train and support other team members to ensure they perform at their best
- Demonstrate commitment to team effort across the Visitor and Engagement department
- Oversee the supply of food and beverages for group bookings and small events
- Any other duties that may be reasonably required

5. Person Specification

The following experience, skills and attributes are essential to fulfil this role. These criteria will be used to shortlist potential candidates so, when completing your application form, please give examples of these skills and experiences:

- Experience of working with the public in a busy environment
- Experience of handling and reconciling cash
- Experience of food hygiene legislation and Food Hygiene Level 2, or willingness to undertake training
- The ability to demonstrate a good command of Microsoft Word, Outlook and Excel
- A positive attitude and ability to work calmly under pressure
- A commitment to good communication and team working
- A commitment to high standards of customer care and presentation
- An organised and methodical approach to work and an ability to prioritise tasks including high level of accuracy and attention to detail
- Energetic and enthusiastic

- Must have a pleasant, helpful and optimistic attitude and the ability to form strong working relationships across a variety of the Studios and Gardens functions
- Able to solve problems, use initiative and make decisions, which will have a positive impact on the Studios & Gardens visitor experience
- Ability to work within timeframes and adhere to deadlines
- Flexibility in working hours to cover shifts

Additionally, we expect all employees at HMF to share and work to our core values:

- Generous & Inclusive: work together, share across teams, nurture relationships and enable others
- Respect & Value: be ethical, respect differences, listen to others and acknowledge effort

6. Line Management

The Café Supervisor is managed by the Visitor Services Manager and in their absence reports to the Visitor Services Coordinator.

7. Hours of Work

The normal working week for a full time, fixed term position is 35 hours worked as 5 x (7 hour) days, Wednesday to Sunday, plus Bank Holidays, 9:30–17:30, including one hour (unpaid) for lunch. Part time positions would be either two or three working days each week, between Wednesday and Sunday, plus Bank Holidays, 9:30–17:30, including one hour (unpaid) for lunch. The role may require working additional hours from time to time, as and when the needs of the job require. The fixed term contract will run from 1 April to 25 October 2025.

8. Basic Terms and Conditions

- This is a fixed term position from 1 April to 25 October 2026. Full or part time options will be considered
- The salary offered for this position is £14.45/hour plus holiday pay. If you are required to work a Bank Holiday, you will be paid at time and a half of your contracted rate of pay for the hours worked
- The normal working week is 35 hours, 9:30–17:30, including one hour (unpaid) for breaks. Part time options will be considered
- Your leave entitlement will be 12.07% of your worked time. You will be paid in lieu for your holiday entitlement at the end of each month based on the number of hours worked. You may still take time off work, up to the number of contractual days permitted by your contract, which for a 35 hours/week position would be 18 days during the fixed term period
- Probationary period of one month
- Notice period of one calendar month or one week during the probationary period
- We will comply with employer pension duties, in accordance with Part 1 of the Pensions Act 2008

- The place of work is the Henry Moore Foundation, Henry Moore Studios & Gardens, Perry Green, Much Hadham, Hertfordshire, SG10 6EE
- The selected candidate will be required to provide a passport and proof of address or other evidence to show that they are eligible to work in the UK
- The selected candidate will be required to undertake a DBS (Disclosure and Barring Service) check before permanent employment will be confirmed; employment will not be unreasonably withheld, but if the DBS check discloses any findings that are relevant to the employment and which were not declared on the job application form or at the time of an offer of employment, then this may result in the withdrawal of an offer of employment

9. Application process

If you are interested in this opportunity, please return your completed application and equal opportunities monitoring forms (no CVs please) to HR at recruitment@henry-moore.org

We value a diverse workforce and welcome applications from all sections of the community and under-represented groups.

Closing date: 31 March 2026, 9:00