

Organization: Southern Shore Folk Arts Council

Position Title: Tetley Tea Room Manager

Location: Ferryland, NL

Reports to: Executive Director / Board of Directors of SSFAC

Overview

The Tea Room Manager is a managerial position with responsibility for the Tea Room planning and operation on a daily basis with business oversight and Board liaison. The ideal candidate would understand the particulars of providing great food, great service and a friendly / warm atmosphere.

Key Responsibilities

1. Coordinate with Tea Room Committee to design and plan seasonal menu.
2. Plan and oversee the daily operation of the kitchen and service.
3. Plan and oversee the purchase and inventory of all supplies.
4. Food preparation and baking activities.
5. Schedule and supervise kitchen and serving staff.
6. Oversee practices to ensure a clean and safe facility.
7. Ensure a respectful, fair and productive work environment.
8. Ensure a quality operation and adherence to all regulatory oversight.
9. Ensure accurate financial transactions and reporting on a daily basis.
10. Maintain a high level of customer service and community goodwill.
11. Perform other related duties as required.

**Southern Shore Folk Arts Council**

**P.O. Box 235, Ferryland, NL A0A 2H0**

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 April 1, 2025