



Hospitality & Café Supervisor

The Vine Church is a multi-cultural, inter-denominational, and vibrant church community in Hong Kong. The Vine Sheung Shui serves as a missional outpost in the North District through The Trellis (藤庭), a church-operated community space offering coffee, light refreshments, and gathering spaces for community and church activities.

We are seeking a passionate, service-oriented Hospitality & Café Supervisor to oversee the Café's day-to-day operations. This full-time position reports directly to the Lead Pastor.

Working Hours: Full-time position working 9-hour shifts (including a 1-hour meal break) on a roster basis, with 1 rest day per week. Occasional evening, weekend, or special event support may be required.

Key Responsibilities:

- Prepare and serve coffee, tea, and other beverages.
- Prepare and serve simple food items, other light refreshments and snacks.
- Maintain food hygiene, workplace safety, and operational standards.
- Manage inventory, stock levels, supplier ordering, and basic cost control.
- Supervise and support the Hospitality & Café Assistant.
- Maintain cleanliness of the Café, food preparation area, washrooms, and public areas, including washing dishes, utensils, and equipment.
- Manage rubbish disposal and general housekeeping to ensure a clean, safe, and welcoming environment.
- Support volunteers assisting with food and beverage service.
- Support community activities, and church events as required.

Job Requirements:

- Minimum 3 years' experience in café, restaurant, catering, bakery, clubhouse, or similar food service operations.
- Experience preparing simple food and beverages.
- Experience in inventory management, stock control, and supplier ordering.
- Ability to supervise junior staff and support volunteers.
- Good organisational, communication, and customer service skills.
- Willingness to undertake cleaning, housekeeping, and venue maintenance duties.
- Able to work weekends and on a shift roster.
- Food Hygiene Certificate preferred.

How to Apply

Please send your cover letter and resume with current and expected salary to career@thevine.org.hk.

Personal data provided by job applicants will be strictly used for recruitment purpose.



餐飲及咖啡店主管

葡萄藤教會 (The Vine) 是香港一間多元文化、跨宗派且充滿活力的教會群體。上水葡萄藤 (The Vine Sheung Shui) 透過 藤庭 (The Trellis)，作為北區的宣教前哨站，服侍及連結本地社區。藤庭是一個由教會營運的社區空間，提供咖啡、輕食及聚會場地，供社區及教會活動使用。

我們現誠聘一位熱誠、具服務精神的餐飲及咖啡店主管，負責咖啡店日常營運及團隊管理工作。此全職職位直接向上水葡萄藤主任牧師匯報。

工作時間

全職，每天工作 9 小時（包括 1 小時用膳時間），輪班制；每週一天休息日。因應特別聚會或活動，或需於晚上及週末提供支援。

主要職責：

- 製作及供應咖啡、茶及其他飲品。
- 預備及供應簡單食品，其他輕食及小食。
- 維持食品衛生、工作安全及營運標準。
- 管理庫存、存貨水平、向供應商訂貨及基本成本控制。
- 督導及支援餐飲及咖啡店助理。
- 保持咖啡店、食品準備區、洗手間及公眾地方整潔，並清洗餐具、器皿及相關設備。
- 處理垃圾及日常清潔工作，確保環境整潔、安全及舒適。
- 支援及協調參與餐飲服務的義工。
- 按需要支援社區活動及教會活動。

入職要求

- 具最少 3 年咖啡店、餐廳、餐飲服務、烘焙店、會所或相關餐飲行業工作經驗。
- 具備簡單食品及飲品製作經驗。
- 具備存貨管理、庫存控制及採購訂貨經驗。
- 具備督導初級員工及支援義工團隊的能力。
- 具良好的組織能力、溝通能力及顧客服務技巧。
- 願意參與清潔、場地整理及日常設施維護工作。
- 能接受輪班及週末工作安排。
- 持有食物衛生證書者優先考慮。

申請方法

請將 履歷、求職信、現時薪金及期望薪金 電郵至 career@thevine.org.hk。

申請人所提供的個人資料將絕對保密，並只作招聘用途。