Michaelhouse Vacancy

MICHAELHOUSE

COFFEE SHOP MANAGER

Founded in 1896 and set in the KwaZulu-Natal Midlands, Michaelhouse is a leading Anglican Independent senior Boarding School for boys from Grade 8 to Grade 12.

We invite suitably experienced candidates to apply for the full-time, permanent position of Coffee Shop Manager, commencing in **January 2027.** Based on the school campus in Balgowan and reporting to the Operations Manager / Financial Director, the Coffee Shop Manager will lead a team of around five staff and be responsible for the day-to-day running and commercial success of the Michaelhouse coffee shop, delivering a high-quality food and non-alcoholic beverage offering to boys, staff, parents, Old Boys and visitors, while maintaining the highest standards of food safety, service and the values expected of the school.

RESPONSIBILITIES (INCLUDE, BUT ARE NOT LIMITED TO):

- Manage the daily opening, trading and closing of the coffee shop, including term-time, weekend, sports fixture, holiday and event trading.
- Deliver a consistently high standard of food, coffee and beverage quality, presentation and customer service.
- Ensure full compliance with food safety and hygiene legislation (including R638 and the Certificate of Acceptability), HACCP principles, allergen controls, and the Occupational Health and Safety Act.
- Plan and manage stock ordering, receiving, storage, rotation and regular stock takes, keeping variances and wastage to a minimum.
- Source and negotiate with suppliers in line with the school's procurement policy, ensuring competitive rates without compromising on quality.
- Manage the coffee shop within the approved budget, overseeing POS systems, cash-ups, banking, pricing, margins and monthly financial reporting.
- Develop an appealing, commercially viable menu that includes balanced options and complies with school guidelines on products sold to boys.
- Plan and deliver coffee shop services for school functions and events, working closely with the Functions & Events Manager.
- Liaise with the Marketing department on promotions, theme days, social media and signage.
- Recruit (with HR), roster, train and manage the coffee shop team in line with labour legislation and school HR policies.
- Ensure equipment is maintained and serviced, liaising with the Estates department as required.
- Uphold the school's child protection and safeguarding policy in all interactions with boys.
- Assist in other areas of the Operations Department as and when required

QUALIFICATIONS & EXPERIENCE:

- A relevant tertiary qualification in Hospitality Management, Food & Beverage Management or Culinary Studies is desirable, unless the applicant can demonstrate the necessary competencies through experience.
- A minimum of 10 years' experience in a coffee shop, café or food and beverage environment, of which at least 4 years were in a supervisory or management role.
- A recognised food safety / food hygiene certificate (or willingness to obtain one within one year of appointment).
- Barista training and practical coffee knowledge.
- Proven experience in stock control, procurement and working with budgets.
- Working knowledge of POS systems and Microsoft Office (Excel in particular).
- Practical knowledge of food safety and health and safety legislation and procedures.
- Experience in a school, institutional or events catering environment will be an advantage.

SKILLS & COMPETENCIES:

- **Planning and organising:** ability to prioritise multiple tasks and plan around a busy school calendar.
- **Commercial and financial acumen:** understanding of margins, pricing, cost control and sales growth.
- **Attention to detail:** particularly in food safety, stock control and cash handling.
- **Leadership:** ability to lead, motivate and develop a small team.
- **Customer service orientation:** friendly, approachable and focused on the needs of a diverse school community.
- **Communication:** strong interpersonal skills with boys, staff, parents, suppliers and management.
- **Problem solving and initiative:** calm and resourceful under pressure.
- Creative, trustworthy and honest, with a positive attitude and high personal standards.
- Physically fit, as the role involves standing for long periods, lifting stock and working at events across campus.

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IMPORTANT CONDITIONS:

- This position is graded at Paterson C5.
- The working hours are 07:30 to 17:00 (coffee shop trading hours).
- Due to the nature of the role, it will be a requirement to work weekends, evenings, public holidays and school events as necessary.
- The leave entitlement is 30 days per annum, which may be taken during school holidays.
- As the role involves working with children, the appointment is subject to a satisfactory SAPS police clearance and clearance against the National Child Protection Register (Children's Act 38 of 2005) and the National Register for Sex Offenders.
- This position would be best suited to someone resident within reasonable travelling distance of Michaelhouse. Where accommodation is required, this can be negotiated.

Michaelhouse offers a unique educational environment, combining academic rigour, rich traditions, a strong boarding culture and exceptional co-curricular opportunities. The school seeks leaders who are deeply aligned with its values and committed to shaping young men who will contribute meaningfully to society. A competitive remuneration package is offered, together with accommodation and benefits.

To apply: Complete the online application form at: Michaelhouse Admin Application Form – Fill out form

In addition, email your motivation letter **AND** a detailed CV to careers@michaelhouse.org

Closing date for applications: 11 November 2026

Note: Please reference the job title in the subject of your email for ease of reference.

Only shortlisted candidates will be contacted. Submission of an application does not guarantee an interview.
Michaelhouse reserves the right not to fill this position.

Michaelhouse is committed to transformation. In line with our Employment Equity Plan, preference may be given to candidates from designated groups.
POPIA Disclaimer: *Michaelhouse is committed to protecting the confidentiality of all personal information. By applying for this position, you consent to your personal information being used for recruitment purposes related to this role and any future opportunities, in accordance with the Protection of Personal Information Act.*