



<http://www.hongchi.org.hk>

Hong Chi Association was founded in 1965 and one of the largest non-profit organisations dedicated solely to serving people with intellectual disabilities in Hong Kong. For further information about the Association, please visit its website at www.hongchi.org.hk

Cafe Supervisor 咖啡店主管

(Ref.: CS(SEO)/02/10/24/W)

Responsibilities:

- To supervise the overall daily operation of Café
- Know how to cook simple dishes and drinks
- To build and lead a high performing team to deliver the café strategies and initiatives
- On-site training for intellectual disabilities
- Will be worked in different social enterprise projects when necessary
- 負責協調咖啡店日常運作
- 懂得簡單烹調及沖劑飲料
- 處理相關文書及財務工作
- 督導學員進行樓面招待及清潔工作
- 有需要時會被派到不同的社企項目工作

Requirements:

- Form 5 or above with minimum 2 years of relevant working experience
- Experience in serving NGO and experience working intellectual disabilities are preferred
- Have team spirit, sense of responsibilities, team spirit and mission
- Work Location: Tai Po, Shatin, Happy Valley
- 中五程度或兩年相關經驗
- 具服務非牟利機構經驗優先
- 有團隊精神, 責任感及使命感
- 工作地點: 大埔, 沙田, 跑馬地

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to: **Ms. Siu, SEO Central Administration, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T.** or by email to seo_aa@hongchi.org.hk

For enquiries, please contact Ms. Siu at 2689 1382

****Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis****

(All data collected will be used for recruitment purposes only.)