

# **HEARTBEAT CAFE MANAGER**



The Heartbeat Café opened 10 years ago as a space for both church and community to meet over a cup of coffee. The café, based in the church centre, currently runs during term time, on Tuesdays and Thursdays 10am – 1pm. Due to the retirement of the current manager, we are looking for a new manager to run the café, recruit and manage a volunteer workforce and develop its vision in line with the church vision.

## **Job description:**

- Set up and clear up of the café area
- Preparation of drinks and food in line with the food safety
- Provide good customer service
- Ensure Environmental Health standards are adhered to
- Care and maintenance of catering equipment including a bean to cup coffee machine
- Recruit and train volunteers in drink / food preparation and customer service.
- Producing and managing rotas for volunteers
- Sourcing, purchasing and managing stock
- Maintain updated records of revenues and expenses
- Ensure secure handling of cash
- Working with the operations manager to market the café.
- Oversee the development of the café in line with the church vision

## **Person specification:**

### **Essential**

- Level 2 Food Safety in Catering or be prepared to attend any courses necessary to perform the role.
- Experience of managing or co-ordinating a team
- Excellent communication skills
- Ability to provide a welcoming environment
- Motivated individual, able to work on their own or as part of a team
- Well organised individual with an eye for detail.

### **Desirable**

- Experience of working in a café or providing catering
- Own transport would be useful but not essential.

**Hours:** currently 9 hours a week, term time only (Tuesday and Thursday).

**Salary:** £9 per hour

For further information about the role please speak to Steve Rankin

For an application form please contact the church office [office@stmarysaom.org](mailto:office@stmarysaom.org) / Tel: 291 9283 / [www.stmarysaom.org/CafeManager](http://www.stmarysaom.org/CafeManager)

**Deadline for applications:** 12noon, Friday 22<sup>nd</sup> February 2019