

## Job Description

### Job Title

Café Manager for Café Siena (Part Time)

### Overview and Job Purpose

Café Siena is a key activity of the church, seeking to reach out into the community, providing a safe, comfortable and welcoming space for people of all ages, both church members and those in the local community. The Café Manager is responsible for providing good food at reasonable prices and assisting to create a friendly, welcoming atmosphere, where volunteer helpers can fit in easily, and adults with learning disabilities can gain valuable work experience.

### Accountability

The Café Manager will be employed by the Parochial Church Council (PCC) and will report to a nominated member of the PCC.

### Place of Work

Café Siena, Wittenham Avenue, Tilehurst, Reading, RG31 5LN

### Main Duties and Responsibilities

The Café Manager will

- Manage the day-to-day operations of the Café, 9.00am -3.00pm (with some flexibility). Current opening hours Thursday and Friday, 10.00am -2.00pm
- Prepare and cook snacks/meals to a high standard.
- Work to agreed budgets and targets.
- Order and receive the weekly food delivery or arrange for a volunteer to receive.
- Undertake any supplementary shopping as necessary or arrange on occasion for volunteer to shop
- Oversee, train and support volunteer helpers.
- Assist (with support) volunteers with learning disabilities.
- Encourage good practice and compliance with requirements of the Food Safety Act.
- Encourage compliance with Health and Safety at Work Act.
- Prepare helper rotas, keep agreed records and plan menus in discussion with Centre Manager.
- Cash up at the end of every day, and balance with till roll receipts.
- Ensure that kitchen and café are cleaned to a high standard.
- Meet regularly with Café Committee to review progress and share ideas to develop the success of the café.
- Inform line manager or Vicar of any serious issue which may arise.

### Terms and Conditions

- Salary £13.50 per hour.

## Parish of Tilehurst St Catherine & Calcot St Birinus

- Normal working hours: 16 hours per week (most on 2 days, Thursdays and Fridays, with a few hours on other days as mutually agreed). Some flexibility is desirable, and hours may be increased by mutual agreement.
- 5 weeks (pro rata) paid annual leave per year plus bank holidays, to include one week to be taken between Christmas and New Year.
- Appointment will be subject to satisfactory references and completion of a three-month probationary period.

## Person Specification

### **Essential:**

- A collaborative team leader who brings out the best in each member of the team, by optimising their skills and encouraging them to use them appropriately.
- Respect confidentiality and maintain good practice, especially in dealing with children and vulnerable adults.
- NVQ level 2 Food Safety or equivalent.
- Experience of cooking and stock control.
- Able to keep accurate records and work to a budget.
- Willing to undertake training as appropriate.
- Sympathetic and supportive of the Parish Purpose: *“To worship God and show Jesus’ love makes a difference in reaching, serving and caring”*.
- Disclosure and Barring Service DBS enhanced disclosure- current or obtained on appointment.

### **Desirable**

- Able to take a lead in promoting the café, suggesting special offers and marketing campaigns, designing leaflets and using volunteers and others to spread the news to the local community.
- Experience of cooking and baking in a customer environment.
- Able to present food attractively.
- Experience of working with adults with learning disabilities.
- Knowledge of the requirements of Health and Safety at Work Act, and a relevant qualification.
- Emergency First Aid qualification.
- Experience in menu design, flyers and publicity.
- Experience with using social media.
- Own car and valid driving licence.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the Café Manager will perform. The job description will be reviewed regularly and may be changed in the light of experiences and in consultation with the post holder.

Note – this Job Description does not form part of your Contract of Employment.