

Café Connect - Job Description



Job Title	Co - Manager – Café Connect
Job location	Café Connect, Radbrook Green Shopping Centre
Hours	15 hours per week: Post 1: 5.5 hours Monday and Tuesday, 4 hours Wednesday. Post 2: 4 hours Wednesday, 5.5 hours Thursday and Friday)
Pay	£7,254 per annum. (FTE £18,135 p.a.)
Accountable to:	The Chair of the Management Committee, who works with the Directors and Management Committee in overseeing the ongoing work and vision of Café Connect.

PURPOSE: To ensure the smooth running of Café Connect so that it continues to be a place of great food and generous welcome at the heart of Radbrook Green.

Café Connect is a Church-run coffee shop at the heart of the Radbrook Green community. Serving about 500 customers a week and now in our 13th year, we offer drinks, meals, a great welcome and a listening ear. Café Connect is an independent Community Interest Company (CIC) but is part of the ministry and mission of Trinity Churches.

We are looking for two co-managers, who will work together in ensuring the smooth running of the Café. They will usually work at the 'opposite ends' of the week, with shared working time together on Wednesdays to ensure joint management tasks are carried out, appropriate handover takes place, and the vision of the café is being effectively carried out.

There will be occasions, such as holiday periods, when we may expect co-managers to provide cover for each other at other times of the week.

KEY TASKS:

To work with your fellow co-manager to ensure that:

1. The Café is properly and efficiently run on a day to day basis.
2. The Café lives out and a strong Christian ethos, working within the overall vision of Trinity Churches in Radbrook Green and Meole Brace of "living together, loving one another and setting a table for the world".
3. Leading the teams who are the public face of the Café, ensuring that volunteer staff are identified, trained, utilised and supported in such a way that the Café is efficiently and fully staffed at all times.

4. The working environment is properly and safely maintained to cover Health and Safety of the customers and volunteers and all aspects of current Food Hygiene regulations.
5. Food is ordered on a timely basis so that the Café is properly stocked at all times and menus properly planned and reviewed as appropriate.
6. Other employed staff are properly managed so that their stated responsibilities are carried out.
7. Work with the Treasurer of Café Connect in ensuring appropriate financial processes are followed, monies are cashed up and banked accurately, and the Café operates within budget.
8. Any other roles that may be reasonably required.

RESPONSIBILITIES:

To be willing to play a full part in the local community, and to work within the vision of Trinity Churches in “living for Jesus, loving one another, and setting a table for the world”.

FACILITATING AND REVIEW PROCEDURES

The post holder will

1. Attend quarterly management committee meetings.
2. Meet with the Management Committee chair on a regular basis to review performance and progress.
3. Be aware of the needs of the volunteers and arrange regular meetings for support and training.

TERMS OF APPOINTMENT

1. This is a permanent post subject to a six month probation period.
2. A formal contract will be issued on commencement of employment.

PERSON SPECIFICATION

Essential

1. Love and care for both volunteers and customers.
2. Good communication skills.
3. Ability to cope with stressful situations and competing demands.
4. Good sense of humour.
5. Ability to work as part of a team, delegate successfully, organise well, and work to a high standard.
6. Have sympathy with the Christian vision and ethos of Café Connect.
7. Experience of working with volunteers and in customer care.

Desirable

1. Food Hygiene Certificate (training will be given).
2. Experience of managing a retail or food outlet.