



Café Connect - Job Description

Job Title	Shift leader – Café Connect
Job location	Café Connect, Radbrook Green Shopping Centre
Hours	4 hours per week on a Saturday morning 9.30 to 13.30.
Pay	£1,768 per annum. (£8.50 per hour)
Accountable to:	The co-managers of the Cafe

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 15th 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 a shift leader to organise the work of the café on a Saturday morning. Alongside our usual customer base, Saturday also sees a number of family visiting residents of the nearby residential homes.

KEY TASKS:

To liaise with the co-managers to ensure that:

1. The Café is properly and efficiently run on a Saturday;
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 for Jesus, loving one another and setting a table for the world”;
3. Preparing the café before opening at 10.00 to ensure that food is properly presented and essential produce restocking has been carried out;
4. The team of volunteers and work experience students are properly supervised so that the café operates smoothly;
5. Any problems arising with regard to the operation of equipment is correctly and promptly reported to the appropriate person;

6. At the end of the shift food on display is dealt with as appropriate, either being stored or disposed of:
7. To ensure that arrangements have been made for cashing up at the end of the shift;
8. The café is left in an appropriate state for the scheduled cleaning to be carried out effectively.

RESPONSIBILITIES:

To ensure that the mission of the café is properly carried out on a Saturday morning.

REVIEW PROCEDURES

The post holder will meet with the co-managers on a regular basis to discuss progress and a formal appraisal will be carried out annually.

TERMS OF APPOINTMENT

1. This is a permanent post subject to a three 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)

SAFEGUARDING

This position involves substantial contact with children, young people and vulnerable adults, and so before beginning in post we will take up an enhanced DBS check on the successful candidate. As a Café we adopt the safeguarding policies of the Parish of Meole Brace and Radbrook Green (Trinity Churches), a copy of this policy is available on request.