

At Café Connect we're recruiting a new

# SHIFT SUPERVISOR

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22 hours per week  
(Tuesdays, Fridays,  
Saturday mornings)

More details from [www.trinitychurches.org/jobs](http://www.trinitychurches.org/jobs).

New Deadline 23rd June





## **JOB DESCRIPTION – SHIFT SUPERVISOR**

**Café Connect is a church-run coffee shop at the heart of the Radbrook community offering great food, good value and a warm welcome. We want to be a place where faith is lived, hope is offered, and God’s love can be shared.**

<b>Job Title</b>	<b>Shift Supervisor – Café Connect</b>
<b>Job location</b>	<b>Café Connect, Radbrook Green Shopping Centre</b>
<b>Hours</b>	<b>22 hours per week (8.30am to 4.30pm Tuesdays, 8.30am to 5.30pm Fridays, 9.30am to 2.30pm Saturdays) During holiday periods it may be possible – and desirable – for these days to be varied by arrangement with other team members.</b>
<b>Pay</b>	<b>£10.00 to £10.40 per hour (depending on relevant experience) £220pw to £228.80pw (£19,500 FTE to £20,280FTE)</b>
<b>Accountable to:</b>	<b>Café Connect Manager</b>

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**PURPOSE:** **We are looking for a shift supervisor to oversee the work of the café on three days each week (Tuesdays, Fridays and Saturday mornings), working alongside the Café Manager (who works Mondays, Wednesdays and Thursdays) and a great team of volunteers.**

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### **KEY TASKS:**

To liaise with the Café Manager to ensure that:

1. the Café is properly and efficiently run on Tuesdays and Fridays between 9am and 4pm, and Saturdays 10am to 1pm
2. the Café lives out a strong Christian ethos, working within the overall vision of Trinity Churches in Radbrook Green and Meole Brace of “growing faith, proclaiming hope, living the love of Jesus”
3. the team of volunteers and work experience students are overseen and supported so that the café operates smoothly and professionally on those days
4. food and drink is well presented and served within all the relevant statutory guidance and Food Hygiene regulations
5. any problems arising with regard to the operation of equipment is correctly and promptly dealt with or reported to the appropriate person

6. essential produce restocking has been carried out and food on display at the end of the shift is dealt with as appropriate
7. cleaning is carried out as directed, especially after the café is closed on Fridays and Saturdays
8. arrangements have been made for cashing up at the end of the shift and the café is left in an appropriate state
9. Any other roles and responsibilities that may be reasonably required.

## **RESPONSIBILITIES:**

1. Meet with the Café Manager regularly for day-by-day oversight of the Café and team
2. Meet with Management Committee on a quarterly basis to review strategy and wider vision of Café Connect

## **REVIEW PROCEDURES**

The post holder will meet with the Café Manager 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 six month probation period.
2. A formal contract will be issued on commencement of employment.
3. This appointment is made with Café Connect CIC, whose policies and procedures are set out in accordance with the Parochial Church Council (PCC) of Meole Brace Church.

## **PERSON SPECIFICATION**

### **Essential**

1. Love and care for both volunteers and customers
2. Good communication skills and a 'listening ear'
3. Ability to cope with stressful situations and competing demands
4. Ability to work as part of a team, delegate successfully, organise well, and work to a high standard
5. Good sense of humour
6. Fully in 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 (Full 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 Meole Brace Parish, a copy of this policy is available on request. As Café Shift Manager you will be expected to take part in all necessary safeguarding training.



# Trinity Churches

**We are a thriving community of Christians in Meole Brace, Radbrook Green and the wider Shrewsbury area. Together we are growing faith, proclaiming hope, and living the love of Jesus.**

On Sundays you'll find us in various places across the local area. Worshipping at Holy Trinity Church in Meole Brace, or meeting in Radbrook Community Centre, or gathering at the Meet Place on the Meole Estate. You'll also find us online, working with children, young people, families, and people from near and far. As a church we've been at the heart of this area for well over a thousand years, and are excited to see this continue.

Monday to Saturday you'll find us equally active as a church, and living out our faith in our everyday lives. At work, in schools, in businesses, down the gym, at the supermarket, helping neighbours... the list is endless. You'll find volunteers and staff team getting involved in school assemblies, toddler groups, food support, residential homes, youth clubs, and being a listening ear and a prayerful presence. We have the huge privilege of coming alongside people in good times and tough times at weddings, baptisms and funerals. We also run the Trinity Centre, the community resource at the heart of Meole Brace which offers inspirational meetings, beautiful surroundings and exceptional value.

Café Connect is an important part of this life in the community. We've been at the heart of Radbrook Green for nearly twenty years, and we fully recognise that "what we do at the café is so much more than serving coffee". Our prayer for the Café is that it is a place of God's welcome and blessing, and where everyone connected with this amazing venture can know something of faith, hope and love. Sometimes this is really obvious to see, like a midweek group of children who have been meeting there for 'messy church' around closing time or a few people who meet once a week before opening time to pray for its work. At other times this is less obvious but equally important, like a listening ear for someone on the way out of the doctors, a friendly word to someone feeling lonely or anxious, or a reminder of the prayer box where people ask for prayer for all sorts of reasons.

As Christians we reckon that some of Jesus' most amazing teaching happened by sharing life with people across a meal table. We're excited at ways in which Café Connect helps us keep doing that here in Shrewsbury.



## Trinity Churches

The Trinity Centre, Meole Brace, Shrewsbury SY3 9HF  
Tel: 01743 362399. Website: [www.trinitychurches.org](http://www.trinitychurches.org)