



# Job Description

**Job Title:** Christian Community Cafe Manager

## **Job Overview:**

The Christian Community Cafe Manager will be responsible for the overall management of a community cafe with a Christian ethos. The cafe will serve as a gathering place for members of the local community to come together in a relaxed and welcoming environment. The Manager will oversee all aspects of the cafe, including managing staff, ordering supplies, maintaining inventory, and ensuring that the cafe operates in a financially sustainable manner. Additionally, the Manager will be responsible for promoting the cafe within the local community, developing partnerships with St Luke's Church and local organisations, and ensuring that the cafe's Christian values are upheld at all times.

## **Key Responsibilities:**

- Manage day-to-day operations of the cafe, including opening and closing procedures, scheduling staff, ordering supplies, and maintaining inventory.
- Ensure that the cafe operates in compliance with all relevant health and safety regulations.
- Hire, train, and supervise staff, including providing ongoing training and support to ensure that staff members are equipped to provide excellent customer service.
- Develop and implement marketing strategies to promote the cafe within the local community, including working with St Luke's Church and local organisations to build partnerships and host events.
- Maintain financial records and ensure that the cafe operates in a financially sustainable manner.
- Develop and maintain positive relationships with local suppliers, ensuring that the cafe is able to source high-quality, sustainable ingredients.
- Ensure that the cafe is a safe and healthy workplace for all staff members, including implementing appropriate policies and procedures to prevent harassment and discrimination.
- Attend meetings and training sessions as required, keeping up to date with developments in the cafe industry and best practices for managing a community cafe.
- Foster a welcoming and inclusive environment in the cafe, ensuring that all customers are treated with respect and dignity.
- Ensure that the cafe's Christian values are upheld at all times, including creating an atmosphere of warmth and kindness, and actively engaging with customers to build relationships.
- Develop the café from initial launch through to an established hospitality venue, including developing team members and adapting as your role develops over time.

Where needed, and depending on your skills and experience, the role may involve the following responsibilities:

- Assist with food preparation and cooking, including chopping vegetables, preparing ingredients, and assembling dishes.
- Wash dishes, clean cooking equipment, and maintain a clean and organized kitchen to ensure a safe and hygienic environment for food preparation.
- Assist the chef in creating and revising menu items, taking into account customer feedback, dietary requirements, and budgetary constraints.
- Support the chef in meal planning and food preparation for special events and catering orders, ensuring that all food is cooked and presented to the highest standard.
- Follow established recipes and cooking techniques to ensure consistency and quality in the cafe's menu offerings.
- Monitor food inventory and ordering, ensuring that ingredients are stocked and ordered in a timely manner to avoid shortages.
- Foster a positive and supportive working environment in the kitchen, promoting teamwork and collaboration among kitchen staff.
- Keep up-to-date with current food trends and industry standards, and assist in incorporating new ideas and techniques into the cafe's menu offerings.
- Represent the cafe's mission and values through the quality of the food and the overall customer experience.

#### **Qualifications:**

- Prior experience in a hospitality environment is desirable but not essential.
- A deep commitment to Christian values and a desire to create a welcoming and inclusive environment that reflects those values.
- Strong leadership skills, with the ability to manage staff effectively and build positive relationships with customers and partners.
- Excellent communication skills, with the ability to engage with customers and staff members in a friendly and professional manner.
- Strong financial management skills, with the ability to maintain accurate records and ensure that the cafe operates in a financially sustainable manner.
- A passion for creating high-quality food and beverages, with a focus on sourcing sustainable and locally produced ingredients.
- Experience in marketing and promotion, with the ability to develop and implement effective marketing strategies.
- A commitment to ongoing learning and professional development, with a willingness to attend meetings and training sessions as required.

#### **Relationships:**

- The Community Café Manager will be line managed by the Rector of St Luke's Church.
- They will build a close relationship with the Community Worker who will base much of their time at the café.
- The manager will be supported by an experienced and committed board of directors.
- The role will be supported with financial and administrative support from the team at St Luke's. This will include HR and payroll support.

**Working Conditions:**

The Christian Community Cafe Manager will work in a busy cafe environment, with regular interaction with staff members and customers. The role may require some weekend and evening work, particularly during special events or peak periods. You will always have at least one day off per week. The role is advertised as full-time however there can be flexibility in hours for the right candidate. The Manager will be responsible for ensuring that the cafe is a safe and healthy workplace for all staff members, and will be expected to maintain a high level of professionalism at all times. The role may require some physical activity, including standing for extended periods and lifting and carrying supplies. A small office and suitable equipment will be provided for you to carry out your duties.

An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.

**Salary:**

The salary for this position will be £30,000 per annum.

37.5 hours per week, can be negotiated for the right candidate.

A pension is provided.

Holidays 33 days per year including bank holidays, which may be taken in lieu of working.

Your employer will be The Hub Community Centre and Café.

**To apply:**

Please complete the basic application by visiting: [www.thurnbychurch.com/jobs](http://www.thurnbychurch.com/jobs) and clicking on apply. We will contact you to take your application to the next stage.