



## Job Title: Part-Time Café Manager

**Employment Type:** Part-time (Hours TBC)

**Reports To:** Line Manager

### Job Summary

The **Part-Time Café Manager** is responsible for overseeing the daily operations of the café, ensuring high standards in food preparation, hygiene, and customer service. This role involves preparing sandwiches and decorating cakes when needed, managing stock, and creating a welcoming environment for customers and volunteers.

The ideal candidate will have **a minimum of 3 years of full-time experience working and managing in a café**, along with excellent leadership and communication skills. **Barista experience is a plus**. The role also involves engaging with the café community in alignment with the church's values, including participation in prayer gatherings and church-related activities.

### Key Responsibilities

#### 1. Food & Beverage Preparation

- Prepare sandwiches and decorate cakes when needed, following provided instructions.
- Operate and maintain the espresso machine, ensuring high-quality coffee preparation.
- Ensure consistency, quality, and portion control in all food and beverage preparation.
- Follow best practices for coffee grinding, milk steaming, and espresso extraction.
- Maintain high hygiene and food safety standards during preparation and service.
- Monitor food storage to ensure freshness and proper organization.
- Ensure allergen and nutritional information is available in compliance with government regulations.

#### 2. Daily Café Operations & Hygiene Standards

- Oversee and maintain cleanliness in the café, kitchen, toilets, and seating areas.
- Ensure compliance with hygiene and safety regulations.
- Regularly sanitize kitchen equipment, food prep areas, and work surfaces.
- Complete daily cleaning checklists and oversee the Sunday/Monday cleaner.

### **3. Small Group Engagement**

- Communicate with small group leaders to ensure they understand café policies and safeguarding requirements.
- Support groups by setting up and organizing the space according to their needs.

### **4. Volunteer Coordination & Training**

- Coordinate volunteers to ensure adequate staffing, especially during peak hours.
- Be aware with an induction handbook and be ready to onboard new volunteers.
- Ensure volunteers are confident and competent in their roles.
- Oversee WellbArt/Workshop Volunteers during café hours, in partnership with the Café Committee.

### **5. Point of Sale (POS) & Cash Handling**

- Operate and manage the POS system efficiently.
- Process customer transactions accurately and handle cash/card payments.
- Ensure the till is balanced at the end of the day.

### **6. Closing & Cleaning Duties**

- Ensure the café, kitchen, toilet and seating areas are cleaned at the end of each day.
- Restock and maintain hygiene in the toilets as needed.
- Secure the café by properly shutting down equipment and locking up.

### **7. Marketing & Event Support**

- Assist in coordinating and supporting marketing events, group activities, and special café events.

### **8. Engagement with Church Activities**

- Participate and potentially lead in team prayer gatherings and church-related meetings as required.
- Contribute to the café's welcoming atmosphere, reflecting the church's community values.
- Support the church's mission through positive interactions and engagement with visitors.

### **Highly Desired:**

- 3 years of full-time experience
- Experience using a POS system for transactions.
- Barista experience, able to operate an espresso machine and prepare high-quality coffee beverages and latte art.

### **Required**

- At least 1 year experience working and managing in a café.
- Available to work on Saturdays.
- Strong leadership and team management skills.
- Excellent communication and interpersonal skills.
- Positive attitude, approachable, and easy-going nature.
- Ability to multitask and remain calm under pressure.
- Strong problem-solving skills and the ability to take initiative.
- Passion for creating a welcoming and friendly atmosphere.
- Reliable, responsible, and committed to delivering excellent service.
- Flexibility in scheduling, including availability during peak hours.