

Café Supervisor

Overview

St Andrew's Church, Histon requires a café supervisor to assist with running the café in its recently redeveloped St Andrew's Centre.

The café supervisor reports to the café manager of St Andrew's Centre Café Ltd. The board of the St Andrew's Centre Café Ltd are appointed by the Parochial Church Council of St Andrew's Church.

Background

St Andrew's Centre Café supports the vision for ministry of St Andrew's Church through the St Andrew's Centre. It is a major focus in the village for the church's mission and ministry and is the first point of contact for many who have no direct contact with the church.

It is essential that the café's activities and its service are in keeping with the vision of the church (as outlined in the attached document) with an appropriately high standard of catering that is affordable.

The café is to operate in an openly ethical manner, using FairTrade or similar products where possible, providing inclusive menu items encompassing most common allergen-related dietary issues. The café is to exhibit welcoming and attentive attitudes and disciplines, and it is essential that the café supervisor is fully sympathetic with the church's Christian views.

It operates using volunteers in a well-managed system to provide adequate staff cover during opening times, and potentially to bake or prepare food at other times.

Opening Times are 9.00 to 16.00 weekdays, and 9.00 to 14.00 Saturdays, with key staff on site before and after those times as necessary. This role will require some Saturday working.

Personal Specification

This post requires a high level of organisational capability and initiative to assist the café manager with the successful operation of the café.

You must be able to communicate effectively with staff at all levels, and to report effectively to the café manager.

You will be assisting the café manager in providing snacks and light meals for a wide variety of customers with diverse needs.

You will be required to fully support the Christian views of the café owners through your attitudes, ethics and demeanour and through delivering a quality of service that is commensurate with the vision for the café (see separate document).

Key Responsibilities

- Your main role will be to assist the café manager in the day to day running of the café. This may involve front of house service or preparing food on site in the kitchen, so a versatile attitude is essential.
- Assist with the design of seasonal menus, understanding the need to refresh and renew them in keeping with demand and market trends.
- Assist with maintaining an inclusive menu encompassing allergen-related dietary solutions as a matter of course wherever reasonable.
- Prepare and cook menu items to suit the customer base throughout the day.
- Assist with training of volunteers to assist in kitchen, servery and café activities, and ensure they are competent and motivated.
- To deputise for the café manager in their absence.
- Ensure, with the café manager, that adequate volunteer cover is arranged.
- Assist with the documentation, auditing and implementing of all café processes to ensure compliance with all appropriate Environmental Health standards.

- Ensure, with the café manager, that key aspects of allergen management are highlighted in processes, training and supplier orders to minimise risks due to accidental cross-contamination or incorrect substitution of ingredients.
- Ensure, with the café manager, that cash is banked regularly and handled securely.
- Assist with the control of costs of disposable supplies, kitchen cleaning, maintenance, uniforms, wastage, sickness, absence etc.
- Assist in café development activities.
- Assist with conducting team briefings regularly. Obtain feedback from customers and staff.
- Assist the café manager in ensuring that staff as a whole adopt safe working practices within the legislative requirements of a catering establishment of food hygiene, health and safety, COSHH etc and ensure that all building features, plant and equipment are kept in a good condition by scheduling repairs, maintenance or replacement as appropriate.
- Assist with maintenance of records in order to comply with food hygiene, health and safety, COSHH standards as required.
- Other duties as agreed.

Qualifications and Experience

- Basic Food Hygiene Certificate
- Good numeracy skills
- High standard of personal hygiene
- Self-motivated, organised, efficient and able to plan, prioritise and meet deadlines
- Current working knowledge of food safety legislation
- Current knowledge of dietary requirements
- Able to deal courteously and kindly with a variety of customers, staff and suppliers
- A good team member, able to impart wisdom effectively and encourage and motivate volunteers through so doing
- Able to listen and understand the needs of others
- A good all round experience of food service issues

Equal Opportunities and Criminal Records Information

St Andrew's Centre Café Ltd is an equal opportunities employer and appoints solely on merit. The appointment is subject to an Enhanced DBS with list checks.