

Café Supervisor (part-time)

Job Description

This Job Description does not form part of the Contract of Employment and may change from time to time to reflect the evolving nature of the duties and responsibilities.

The Café Supervisor is a member of the Christ Church staff team, reporting to the Café Manager as their line manager.

The vision of the Café is to be:

*a welcoming place that is a pleasure to come to
which demonstrates the love and values of Jesus
and which succeeds as a business*

The Café Supervisor assists the Café Manager and Deputy Manager in the Christian ministry and outreach of the Café, specifically through playing a part in the daily operation and service of the Café. They will have a fully hands-on role in the delivery of food and drinks and all aspects of serving customers in the Café. They will also take their turn in supervising the team on their shift, taking responsibility for the smooth running of the Café, including setting up and clearing up. In doing so, they will work with both paid staff and volunteers on the Café team.

Hours of work: 20 hours/week.

The Café Supervisor will be expected to work 20 hours/week, averaged over a period of two weeks. These hours will be worked between Tuesday and Friday and on alternate Saturdays. The regular pattern will be agreed with the Café Manager. Some flexibility will be expected at times of holiday and may also be at other times.

Salary: The salary for this post will be £9,204/year (i.e. £18,408 pro-rata). Overtime is not paid.

While pension is not automatically provided, the Café Supervisor will be entitled to ask to opt in to the pension scheme provided to other members of staff, in which case both employer and employee will pay the legally required levels of contribution (currently 2% by the employer and 3% by the employee).

Annual Review and Supervision Process: In common with all Christ Church staff, the Café Supervisor will have an annual review, following an initial 3-month review. There will also be regular line-management meetings with the Café Manager or Deputy Manager.

Key responsibilities:

1. Undertake the full range of tasks in the Café

- Participate in team prayers at the beginning and end of each working day.
- Learn the full range of tasks and undertake any such tasks as requested by the supervisor of the day or the Café Manager or Deputy Manager.
- Play a part in setting up at the start of the day and clearing up, including cash recording, at the end of the day.
- Assist with cleaning the Café whenever the regular cleaner is unavailable.

2. Supervise shifts whenever required

- Open the Café at the start of the day and close it at the end of the day, ensuring security procedures are fully observed.
- Organise setting up at the start of the day and clearing up, including cash recording, at the end of the day, ensuring established procedures are properly followed.
- Lead team prayers at the beginning and end of the working day.
- Take responsibility for the team and for the smooth running of the Café throughout the shift.

3. Assist the Café Manager in setting the ethos

Carry out the role in a manner that ensures that all activities undertaken fully reflect the vision and values of The Barns Café, including:

- setting a personal example of lifestyle and attitude,
- ensuring a safe and welcoming environment for customers, other staff and volunteers,
- overseeing the timely provision of drinks and food to a consistently high standard,
- encouraging volunteers and ensuring a positive and collaborative spirit in the team, whenever acting as supervisor;
- giving on-the-job training to volunteers as requested.

4. Assist the Café Manager in running a sustainable business

- Help to ensure that the Café is fully compliant with appropriate health and safety and food safety legislation.
- Follow good financial practice, including cash handling and recording.
- Support the development of the café menu.
- Help to ensure The Barns Café is an attractive and welcoming place.