

JOB DESCRIPTION

Job Title:	Café Supervisor
Employing Body:	Doncaster Methodist Circuit
Location:	Printing Office Street, Doncaster, DN1 1TR
Line Manager:	Priory Building and Conferencing Manager

Purpose of the job: Develop and supervise the café at The Priory Centre, an affordable inclusive place to eat, relax and be supported in the centre of Doncaster. Until recently the Priory Centre was home to the congregation of Priory Place Methodist Church. We are now exploring fresh new models of town centre mission and outreach, of which the café will be an integral part. As The Priory Centre embarks on this new season, it is imperative that as a place of Christian faith we offer a sense of inclusion, fellowship, and pastoral care to customers and volunteers alike.

Main responsibilities

Catering

- To research, evolve and manage the menu, with due regard for customer expectations, café ethos, profitability, staffing requirements and ethical purchasing.
- To ensure compliance with health and safety, food hygiene and other relevant legislation.
- To provide high-quality in-house catering as required for events and conferences.
- To ensure that all takings are accurately recorded and promptly banked, and that full records of expenditure are maintained.
- To prepare and manage the café budget.

Volunteers and team

- To recruit, supervise, train and co-ordinate café volunteers, in consultation with the Community Outreach Worker.
- To recruit and manage café assistants, if required.

Inclusivity and welcome

- To ensure the café remains an attractive place to gather, through planning and renewal of décor and fixtures.
- To ensure the café remains a place to access support through appropriate printed materials, customer experience and signposting, in consultation with the Community Outreach Worker.
- To effectively market and advertise the café.
- Be a public face of Priory Place. As a practicing Christian it is anticipated that through the role there will be the opportunity to engage in faith-based conversations and offer a sense of fellowship to customers.

Other responsibilities

- In consultation Priory Centre Steering Group, to develop and review the role the café at The Priory Centre in support of mission and strategy.
- To undertake other tasks as and when necessary in discussion with the Line Manager.
- To ensure a standard of cleanliness of facilities around the building.

Terms and conditions`

- Terms of appointment: Permanent (subject to funding). Funding received for the first 4 months of employment, after which the role is expected to be funded by café takings.
- Part time (30 hours per week) including regular Saturday work, with at least one day free from all responsibilities each week.
- Salary up to £12.00 per hour.
- An auto-enrolment contributory pension scheme is available.
- 28 days (including public holidays) annual leave entitlement.
- Appointment is subject to a satisfactory DBS Enhanced Disclosure.
- Appointment is subject to the completion of a satisfactory probationary period of six months.

Management and support

The Café Supervisor will be managed by the appointed Line Manager and relate to the Priory Centre Steering Group.

The Priory Centre Steering Group will:

- Determine priorities for the Priority Café.
- Monitor and evaluate progress with the Café Supervisor and Building Manager on a regular basis.
- Act as a 'sounding board' for the Café Supervisor.
- Negotiate with the Café Supervisor appropriate levels of pastoral support outside management structures.
- Assist the Café Supervisor in identifying and pursuing appropriate personal development and training.