



Littleover Methodist Church

A vibrant and Christ centred church at the heart of our community

Job Description - Cafe Manager

Job Title: Cafe Manager – Fixed Term Appointment

Lay Employee at: Littleover Methodist Church

Responsible to: The Church Centre Manager

Purpose and Objectives: To maintain the Church Café as a tool for mission through management of the café and the volunteers

Main Responsibilities

- To contribute to the development of the Café as a tool for mission and evangelism alongside the Minister, Leadership Team and church community
- To coordinate all aspects of the Café
- To develop, with others, new processes, procedures and policies to allow the Café to run smoothly
- To recruit and manage volunteers, including arranging appropriate hygiene and systems training
- To ensure all Local Authority Safety and Hygiene requirements are adhered to and paperwork is kept up to date
- To source supplies, equipment and resources required for running the Café
- To plan and update menu
- To undergo relevant training to keep up to date with hygiene requirements and legislation
- To promote and advertise the Café in local area where appropriate

In addition to this the Cafe Manager will be expected to:

- Carry out any other duties and responsibilities, identified by the Leadership team within your capabilities and level of responsibility, in order to meet the needs of the church

Place of Work: Littleover Methodist Church kitchen and rooms

Terms and conditions

- Terms of appointment: This appointment is expected to operate until 31 August 2018 and is contingent on the determination of its future development by the Church Council of Littleover Methodist Church.
- The salary will be in line with church policy, currently 'the living wage'. This will be in the range £6,591.00 to £8,814.00
- Normal working pattern: 15 hours a week to be worked flexibly, primarily during Café hours. Any additional hours accrued will be eligible for time off in lieu.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training. (Note you will be expected to use a car for this job).
- Holiday entitlement is 84 hours (including statutory holidays) (full leave year)
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Management

- The Lay Employee will have a line manager. This will be the Church Centre Manager whose responsibilities will be to:
 - Become familiar with the work of the Lay Employee.
 - Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
 - Act as a "sounding board" to the Lay Employee.
- In addition the Lay Employee will have a management group comprising the Church Centre Manager, two Church Stewards and two members of the Church Council, who will:
 - Determine priorities for the work.
 - Prepare a personal development plan with the lay employee.
 - Ensure good communications between all the 'stakeholders' (groups and networks) involved.
 - Monitor and evaluate progress with the Lay Employee on a regular basis (Meetings will take place approximately every four months)
- The Lay Employee will be encouraged to draw together a small group of individuals