



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