

VACANCY - Café Manager at the @home café, Ashton - West Preston Methodist Church

The **@home Café** based at Ashton - West Preston Methodist Church, is less than 2 years old, and is an important and well-used community wellbeing hub. At present this is a **temporary contract for 3 months**, as a result of sudden staff departure.

Main Responsibilities

To work with the church and volunteers to manage the day to day running of the coffee shop as a **front of house presence**. Greeting and welcoming customers, alongside volunteers, to ensure that the @home wellbeing café is welcoming, safe and inclusive. As well as financial oversight and management of the @home café including ordering supplies. The work of the Café Manager should be undertaken within and in sympathy with the faith and ethos of the Methodist Church. (See our church mission statement, www.wpmc.co.uk)

Further details

This is a temporary 3 month position. 12 hours/ week, Monday & Wednesdays 9.30am - 3.30pm. Salary = £11/hour. Appointment will be subject to a satisfactory enhanced DBS disclosure.

Contact Rev Mike Grimsley for full details about this post and application form.

E: minister@wpmc.co.uk **W:** www.wpmc.co.uk **T:** 01772 760523

Send completed applications to [Circuit Administrator](#) by Wednesday 25th January. It is envisaged interviews will be held in the week beginning 30th January.

Job Description on next page below

VACANCY - Café Manager at the @home café, Ashton - West Preston Methodist Church

The Methodist Church 

JOB DESCRIPTION

Job Title

Café Manager at the Ashton @home café, based at Ashton Methodist Church in the Preston Ribble Circuit. At present this is a temporary contract for 3 months.

Main Responsibilities

1. To work with the church and volunteers to develop the @home cafe as a community wellbeing resource in line with the church mission statement. (See our website www.wpmc.co.uk)
2. Manage the day to day running of the coffee shop as a **front of house presence**, including:
 - Managing the team of volunteers.
 - Ensuring that each day has adequate and appropriate volunteer cover.
 - Working alongside volunteers to ensure that each shift is fully resourced with the necessary supplies for the hours it is open (cakes, tea, milk etc) and restocking when necessary.
 - Ensuring that health, safety and hygiene policies are put into practice on a day-to-day basis.
 - Overseeing and managing the cleaning of the coffee shop including liaison with the appointed cleaning contractors and organising regular daily inspections of the toilets and other public areas to ensure they are always clean and tidy.
 - Having financial oversight and management of the coffee shop including ordering supplies, payment of receipts, budgeting, day to day banking and bookkeeping, reporting to the West Preston Methodist church treasurer.
 - Greeting and welcoming customers and where appropriate sign-posting them to other organisations (eg NHS).
3. Volunteer recruitment and co-ordination including:
 - Essential:
 - Managing, nurturing and supporting the team of volunteers. Co-ordination of volunteer leave, holiday or illness.
 - Desirable:
 - Overseeing the recruitment of volunteers in line with the Methodist Church's safer recruitment policy. Overseeing the induction and training of new volunteers and organising any on-going training where necessary within budget.
 - Keeping all volunteers informed and updated on new legislation or guidelines with regard to health and safety, food hygiene, safeguarding.
 - Communicating to volunteers any changes, initiatives or ideas that have been suggested by the church council but equally passing on concerns, suggestions or ideas from volunteers to the church council.
 - Updating the volunteers list as and when necessary. *Within GDPR guidelines.*
4. Help the church to continue to ensure that the @home wellbeing café is welcoming, safe and inclusive including:
 - Implementation of the church's safeguarding policy.
 - Keeping up to date with issues and good practice around disability, equality and diversity.
5. Organise volunteers' meetings when needed.

Accountability

The Lay Employee will have their role determined by the Preston Ribble Circuit meeting who will delegate the majority of responsibility to the church council of West Preston Methodist church. The successful candidate will have a line manager to supervise their induction and development in the role. The work of the Café Manager should be undertaken within and in sympathy with the faith and ethos of the Methodist Church.

Terms and conditions

- This is a temporary position for 3 months.
- The salary will be £11/hour.
- Normal working hours: 12 hours per week, Monday and Wednesday 9.30am - 3.30pm but with some flexibility within coffee shop opening times.
- Optional pension scheme, where the employer will pay 6% and you will pay 6%. Check with our Treasurer for details.
- 20 days statutory annual leave entitlement per year plus Bank Holidays (pro-rata for part-time Workers).
- Appointment will be subject to a satisfactory enhanced DBS disclosure.
- If you wish to terminate your employment, you are required to give one week's notice after one month's continuous employment. Where the contract of employment is terminated by your employer you are entitled to receive the following notice - one week after one month's continuous employment.
- If you are absent from work by reason of sickness or injury for four or more consecutive days, you may be paid Statutory Sick Pay (S.S.P) by your Employer in accordance with the statutory provisions.
- There will be a 3 week probation period.

Management

The employee will have a line manager whose responsibilities will be to:

- Become familiar with the work of the employee.
- Work with the employee to explore ways of developing the coffee shop as a community resource guided by the church council.
- To communicate with the church council and employee to determine priorities for the work.
- Prepare with the employee a personal development plan.
- Monitor and evaluate progress with the employee on a regular basis.
- Act as a "sounding board" for the employee.

Church Council Responsibilities

- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Will act as a responsible body of the work of the employee.