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**Café Manager job description and application form**

**Summary of Job**

* Hours: 15 per week Mon - Wed (with the possibility of this increasing as the café develops)
* Pay: £8,190 pa (£10.50 per hour)
* Job title: Café Manager
* Purpose: Responsible for the management and day-to-day running of the café.
* Reports to: Chair of Trustees
* Holidays: 28 days per annum pro-rata

**Wellsprings Community Church Café**

Wellsprings Community Church (WCC) is a non-denominational evangelical church, situated on Quantock Road, Taunton, and a registered charity (number 1140895).

Newly built in 2020, the café is an important part of the mission of WCC as we continue to serve the local community and demonstrate the love of God through practical help and support, building relationships between us, members of the community and God. WCC has an outward community focus and the café will be linked into other existing work and new initiatives.

The successful candidate will be the first paid Café Manager and will be entering the role at an early stage in the development of the new café. This presents an exciting opportunity to help shape this venture from the beginning and see it grow with the support of the church and a team of volunteers.

**Job description**

* Recruit, lead and manage church café staff and a volunteer team.
* Take responsibility for the sourcing, ordering and appropriate storage of food to minimise waste.
* Support our Eco Church objectives and Fair Trade principles.
* Control the overall finances of the café along with cash handling, float management and till reconciliation daily.
* Manage record keeping, staff rotas and menus (including identifying food allergens).
* Ensure that all legal requirements are met by you, the café and the volunteers through risk assessments and appropriate training (e.g. first aid and food hygiene).
* Lead the development and implementation of the café strategy.
* Welcome people to the cafe and interact with them in a way which shows them the love of Jesus.
* Work collaboratively with the church for wider events connected to the café.

**Person specification**

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| **ESSENTIAL** |
| A committed, practising Christian (this is an occupational requirement as the café is a central part of WCC’s mission to serve the community). |
| Excellent customer service skills. |
| Good organisational and administrative skills to include detailed and accurate record keeping in line with statutory requirements. |
| Proficient IT skills including the use of Word, Excel and social media. |
| To have, or be willing to undertake training to obtain, a food hygiene certificate (level 3), first aid certificate and enhanced DBS clearance. |
| Ability to respond positively to a pressurised environment and solve problems. |
| Model good working practices and promote a positive ethos. |
| The ability to recruit, train, manage and motivate volunteers. |
| Vision for expanding the service in line with the vision of WCC. |
| The ability to work collaboratively with volunteers and the wider church. |
| **DESIRABLE** |
| Confidence to lead prayers with others and talk about the Christian faith. |
| Enthusiastic about food. |
| Experience in catering. |
| Experience in managing a café with barista training. |
| Local to WCC. |
| Flexibility to work extra hours as the role develops. |

An application form is attached.



**Café Manager** **: Application Form**

1. **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Title: | E-mail: |
| Surname: | Mobile: |
| Forenames: | Landline: |
| Address: Post Code: | Preferred method of contact: |

1. **EDUCATION**

Please give details of your education with dates and qualifications obtained **most recent first:**

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| --- | --- | --- |
| **Place of Education:** | **Dates:** | **Qualifications:** |
|  |  |  |

1. **FURTHER QUALIFICATIONS**

Please give details of any other relevant qualifications and/or training **most recent first:**

|  |  |
| --- | --- |
| **Dates:** | **Details:** |
|  |  |

1. **EMPLOYMENT HISTORY**

Please give details of your employment history **most recent first:**

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| --- | --- | --- | --- |
| **Dates:** | **Employer** | **Position:** | **Description of Role:** |
|  |  |  |  |

1. **RELEVANT VOLUNTEERING EXPERIENCE**

Please give details of any relevant volunteering experience **most recent first:**

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| --- | --- |
| **Dates:** | **Details:** |
|  |  |

1. **JOB SUITABILITY**

Please outline why you believe you are a suitable candidate for this job: How do you meet the requirements of the job description and person specification and what special qualities would you bring to the role? Please keep your response to a maximum of two sides of A4.

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1. **PERSONAL FAITH**

Please tell us about your faith journey to date:

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| --- | --- |
| How long have you been a Christian? | Which church do you currently attend? |
| How did you come to faith in Jesus Christ? | How would your faith impact your work in this role? |

1. **HOBBIES AND INTERESTS**

Please provide a brief summary of your hobbies and interests:

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1. **REFEREES**

Please provide the name, address, telephone number and e-mail address of two referees. Ideally one should be your current or most recent employer and one should be your church leader.

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| **REFEREE ONE:** |
| Name: | Address: | E-mail: |
| Phone: |
| **REFEREE TWO:** |
| Name: | Address: | E-mail: |
| Phone: |

1. **FURTHER INFORMATION**

Please provide the following information:

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| --- |
| Are you eligible for employment in the United Kingdom? |
| How many days sick leave have you taken in the past 24 months?Please give details if relevant: |
| Do you have a disability?If yes, please give details saying whether it would affect your ability to carry out the work detailed in the job description: |
| Do you have any criminal convictions, cautions, reprimands, bind-overs or cases pending?If yes, please give details on a separate sheet: |
| Do you give your consent to Wellsprings Community Church holding your details on file in line with current GDPR regulations? YES/NOThese will not be passed on to any unauthorised third party: |
| How did you hear about this job opportunity? |

1. **DECLARATION**

Please sign below to confirm that you have completed all sections of this application form accurately and honestly to the best of your knowledge:

|  |  |
| --- | --- |
| Signature: | Date: |

1. **WHAT NEXT?**

Please return this application form as soon as possible and before 31 July 2020 at the latest to:

Mrs Ruth Jones, Tamarisk, 5 Mountway Close, Bishops Hull, Taunton TA1 5LP

Or send via e-mail to: ruth@keru.co.uk

Interviews for this post will be held as soon as this can be arranged taking into account applicable COVID-19 restrictions.