**Job Description**

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| **Employer:**  | The Wild Olive Tree |
| **Job title:** | Café Manager  |
| **Location:**  | St. George’s Tron Church of Scotland, 163 Buchanan Street, Glasgow G1 2JX |
| **Contract:**  | 1-year contract – maternity cover  |
| **Salary:**  | £24,990  |
| **Hours of work:** | 40 hours per week, working 5 out of 6 days (Mon-Sat) including 1 in 2 Saturdays) on a rota basis. Flexibility and occasional availability for overtime will be required. |
| **Reporting to:** | Board of Trustees of The Wild Olive Tree |

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| **Job purpose**  |
| To ensure the successful operation and development of The Wild Olive Tree as a Social Enterprise which provides employability skills training and profit-sharing to help alleviate homelessness, poverty and destitution in Glasgow. To create a positive, welcoming ethos and excellent customer experience for patrons of the Café through effective leadership and team building.  |
| **Main duties**  |
| **A.**    **Operations** 1.     Ensure the smooth and efficient day-to-day running of the café whilst delivering excellent customer service and managing customer relations in a positive way. 2.     Maintain, in conjunction with the cook, the highest standards of food and beverage quality and presentation; ensure sufficient stock levels are maintained and that food waste is limited. 3.     Overall responsibility for stock lines and engagement with suppliers. 4.     Oversee and deliver the ‘Gifted’ scheme. 5.     Develop a future strategy with respect to café space, policies and protocols, product ideas and marketing activity. 6.     Report to the Board on the activities and development of Café.  **B.**    **People** 1.     Provide consistent and supportive leadership and line management of the café   team. 2. Oversee HR, recruitment, training, people management and related documentation. 3.     Manage the staff rota.  **C.**     **Financial** 1.     Overall responsibility for café financial management, with some authority and tasks delegated to the Administrator. 2.     Manage contracts with outside suppliers: e.g. card merchant, hygiene and waste services.  **D.**    **Facilities/Health & Safety** 1.     Maintain high standards of hygiene and cleanliness ensuring that the Café remains a clean and pleasant eating environment. 2.     Manage maintenance of equipment and liaise with St George’s Tron staff team regarding issues within the building. 3.   Responsibility for legal compliance with all Health & Safety, Environmental Health requirements and HR compliance to ensure strict adherence to these. 4.     Report and record all accidents and incidents in line with Company Policy.  **Any other reasonable duties requested by the Board**  |