**Gavin’s Mill Café and Kitchen Manager**

**Salary**: £21,450 to £23,400

**Hours:** 37.5 hours a week. Days Tuesday to Saturday, with some flexibility in hours and days to meet the demands of the Café.

**Pension**: 5% of salary paid by company

**Application.** Closing date Monday 22nd February

Please send in a current CV and a maximum two-sided covering letter detailing why you feel you are a perfect fit for this role, including examples of how your experience demonstrates you meet all the essential person specifications, as well as most of those detailed as ideal.

* Please indicate your last hourly/annual salary
* Please indicate your earliest start date should you be successful.

**For your application or if you have any questions email: vacancy@gavinsmill.org**

**Job Description**

**Café and kitchen manager will**:Manage a flourishing, friendly, community café, supported by paid and volunteer staff, running shifts in the café will be required. Manage the kitchen volunteer teams, undertake all food sourcing and manage co-ordination food preparation to supply the café. Oversee daily Cafe operations, supported by staff team. Develop café and kitchen services further in areas such as events and outside catering. Ensure an exemplary customer experience.

Main responsibilities

**Management of day-to-day Café operation**

* Prepare rotas for all those working in the café, staff and volunteers and ensure all shifts are covered including breaks. The café manager will work in the café to cover busy periods as required.
* Train all staff and volunteers to the standards required to relevant qualification level.
* Ensure Café service is customer centred ensuring a unique, enjoyable, efficient and value for money experience.
* Recruit staff and volunteers as needed for the café and kitchen, complete all inductions and training.
* Ensure all those working in the café are valued, supported and have the opportunity to develop their contribution if appropriate.
* Ensure Food handling health and Safety policy is devised and strictly adhered to by all team members in the Cafe, regularly update processes as required and in line with policy and directives.
* Oversee adherence to dates management, labelling and display of correct allergen information for customers.
* Review and develop menus and pricing seasonally and in conjunction with the General Manger.
* Assume cash responsibilities including; cashing up for the café, monitoring of change and recording sales figures.
* Ensure the Café offer remains competitiveness in the local area and maintains its USPs

**Kitchen stock and food production**

* Plan and monitor kitchen stocks weekly, producing food stocks (soups, stews baking etc as necessary and to meet demand, should volunteer resource fall short
* Monitor all food and drinks stock levels weekly, plan ahead and order to ensure adequate levels to fulfil business demand.
* Oversee the volunteer bakers in the kitchen and ensure they have all the relevant hygiene qualifications.
* Co-ordinate the rotas in line with the production needs of the Café business for all menus and events
* Set up and manage weekly stocks expenditure in line with sales, achieving optimum profitability.
* Work with volunteer kitchen team to develop the offer, ensuring seasonality and variety, keeping all engaged creatively.

**Other duties**

* Ensure all the health and Safety and food hygiene rules and records are scrupulously followed and recorded in both the café and kitchen and meet the regulated standards.
* Review Health and safety yearly and ensure all new legislation is complied with. This will include changing COVID-19 rules.
* Establish all service processes and train staff to delivery these effectively.
* Ensure cleaning standards are adhered to, source materials for Café, kitchen, and toilets. liaise with staff and cleaning team to achieve high standards of cleanliness throughout
* Ensure all equipment is working efficiently and regularly serviced, replacements and requirements flagged to the manager.
* Monitor and order all stock requirements for Café hot drinks service, milk varieties, weekly bread delivery etc.
* Cost and budget for all food items on sale in the café, manage weekly food stocks expenditure in line with sales targets, towards achieving optimum profitability.
* Work with the General Manger to develop Café marketing strategy and deliver any associated promotions or events.
* As a key holder, adhere to opening and closing procedures, ensuring health and safety protocols are followed.
* Deliver regular reports to the General Manager / Board as required, including monthly sales, operational summary, staffing and any business development ideas for discussion.
* Ensure the ethos and values of Gavin’s Mill are at the centre of all operational decisions.

**Person Specifications**

**Essential**

* Café or Bistro management experience
* Experience of managing all aspects of Health and safety and food hygiene and handling protocols in line with legislation.
* Management or supervision of volunteer staff, as well as paid staff
* Experience in catering and/or food preparation in a commercial kitchen
* Excellent communication skills, the ability to work with, nurture and motivate a team.
* EPOS and I.T literacy skills. Numeracy skills required to monitor and manage budgets.

**Ideal**

* Driven to achieve high standards of customer service, self-motivated and able to manage teams under pressure and in a demanding environment.
* Resilient, able to think on one’s feet to address and solve problems as they arise.
* Innovative and forward thinking
* Able to work in a changing and developing environment and take people with you.
* Experience of stock ordering and supplier management

**First zoom interview will be w/c Ist March. Final interview in person or zoom will be Tuesday 9th/ Wednesday 10th March.**