**Job Description**

|  |
| --- |
| **Lighthouse Cafe** Lighthouse Café is a local café with community at the heart, run by Lighthouse church. The café is set up to give the community a place to meet together and to reduce isolation by providing a warm and welcoming environment to all. We want the café to be a great place to have good food and drink, but also act as a key place of connection & belonging in the local area, where people grow in confidence and wellbeing. The café runs as part of the wider Lighthouse Community Projects which has a vision to create a community of wellbeing to discover and release each person’s potential, looking to see all people flourish. We do this by creating an environment where growth and development can take place. We believe in the value and dignity of every individual. We promote wellbeing in body, mind and spirit, and partner with people, providing opportunities to gain skills and engage in the wider community. The post has an occupational requirement for the post holder to be a Christian and ideally to be/become a worshipping member of Lighthouse Church family as the café operates within the vision and value of the church’s wider commitment to the local community. At this point however, we would still accept applications from outwith the Lighthouse Church family.  |
| **Job Description** |
| Job Title: | **Café Manager**  |
| Location: | Lighthouse Central Community Hub, Prestonpans |
| Reports to:  | Senior Leaders – Hannah & Tom Montgomery & LCP trustees  |
| Hours of work: | 20 hours per week |
| Salary: | £20-£25k FTE  |
| **Summary of Position:** To lead on the effective delivery and running of the Café as part of the wider Lighthouse Community Projects, ensuring it meets the values and vision set out above.  |
| **Key Tasks** |
| Business Strategy: |
| * Creation and delivery of a business strategy for Lighthouse Café, including generating revenue, growing a culture of customer feedback and coming up with new developments as appropriate
* Media and marketing for the café
 |
| Staff and volunteers: |
| * Work with the Community Outreach Worker and other Lighthouse Central staff, integrating the café within the life of the wider church and its activities, including Lighthouse Community Projects
* Recruit, train, and manage café team (may include other staff, interns and volunteers) giving clear instruction, regular supervision, feedback and reviews. This includes organising a rota of the café team. Where appropriate you will support the development of team within an informal ‘back to work’ programme and/or liase with agencies supporting adults with learning disabilities working at or being trained at the cafe. We want the café team to be a place where individuals grow in confidence, competence and character. You will lead team devotions and support and disciple the volunteers where appropriate. Your leadership and Christian pastoral support will be significant in creating a culture and environment where people will flourish and grow, and in helping people integrate into the church family where desired.
 |
| Finances: |
| * Handling cash, balancing the till
* Provide reports monthly and work with the finance manager to prepare appropriate annual returns
* Review and communicate financial information to assist in proactive and timely decision making
* Manage monthly stock-takes and review results
* Control costs without compromising standards and customer experience
 |

|  |
| --- |
| Health and Safety: |
| * Alongside the Buildings Manager, ensuring that the kitchen, cafe area and café toilets are kept clean in accordance with Health and Safety Regulations and Guidance, and that the workplace is safe with appropriate risk assessments etc. Be fully aware of fire and evacuation procedures for customers and colleagues
* Understand relevant Food Safety legislation and take action as required
* Review and communicate Health and Safety audit reports and action required
* Ensure staff work hygienically and productively
 |
| Daily operations: |
| * Develop and manage relationships with customers, café team, other Lighthouse staff, and suppliers
* Ensure that the cafe is sufficiently stocked to meet demand, resourcing foods and materials from local suppliers where possible.
* Dealing with customer’s expectations in a pleasant and courteous manner
* Undertaking and supervising the preparation of the food and beverages served in the café, the serving of and payment for food/drink, and the clearing of tables/washing up etc.
* Ensuring that the café environment is pleasant and welcoming in line with the image agreed with the Directors and Senior Leaders
 |

**Qualifications, Training & Experience**

|  |
| --- |
| Level 2 Food hygiene certificate |
| Basic level First Aid CertificateManagerial experience including leading a team and managing volunteers  |

**Knowledge**

|  |
| --- |
| Understand General Food Law RequirementsHave a comprehensive understanding of Food Standards, Cooksafe Manual and HACCP charts for safely operating food prep, cooking and serving to public.  |

**Disposition/Attitude**

|  |  |
| --- | --- |
| Ability to use own initiative | Confident |
| Team Player | Good timekeeper |
| Positive ‘can do’ attitude | Honest, trustworthy and reliable |
| Flexible | Ability to see the ‘big picture’ and still focus on details |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The jobholder will be expected to participate in this process and we would aim to reach agreement on any changes. The job-holder may be asked to perform such tasks out with this job description as are reasonably requested by the Employer and which are within their capability.

Prepared by:

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  |  | Signature:  |  |
| Date: |  | Title: |  |