Aim of Café Assistant Manager Post

* To assist the Café Manager to manage the Kirkgate Café and cover in the absence of the manager.

Main Responsibilities

* To provide a welcoming, safe environment for café customers.
* Provide café service, food preparation and customer service.
* Keep all areas of the café clean, ensuring it complies with all hygiene and safety regulations.
* Manage café volunteers.
* Cash handling and end of day ‘cashing up’.
* Opening and closing the premises when necessary.
* Carrying out basic safety checks.
* Attending weekly staff meeting and other meetings when possible and as required.
* The post holder ideally should be available to provide holiday cover for the Café Manager. (Negotiable)

Knowledge, Skills and Experience

The Christian faith of the Café Assistant Manager is an occupational requirement.

Appointment may be subject to a satisfactory Protection of Vulnerable Groups registration.

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Faith | * Evidence of a live, mature faith and church connection. |  |
| Experience | * Working in a café environment * Working in a customer-facing environment * Working as part of a team * Being part of a church community * Ability to manage volunteers |  |
| Skills/attributes | * **Cooking & baking skills** * Planning and organising menus * Planning and organising staff * Ability to work on own initiative * Ability to respond in emergency situations * Good interpersonal skills * Good team player | * Basic IT skills |
| Qualifications | * REHIS Food hygiene. Willingness to undertake relevant courses | * First Aid * Health & Safety * Allergen Awarenes |

Management

The Café Assistant Manager will be line-managed by the Café Manager, overseen by a café board, and the Kirk Session.

Location

The Café Assistant Manager will be based in the Liberton Kirk Centre. 28-30 Kirkgate EH16 6RY

We can offer

* 14 Hours a week over 2 days with strong possibility of extra hours
* 6 month contract with possibility to extend
* £9.95 per hour
* 6 weeks holiday (pro rata)
* Pension contribution
* A positive working environment in south Edinburgh with potential to expand

Kirkgate café is a fairtrade café producing affordable meals with local produce where available. We are able to provide catering for funeral teas and special events for which extra paid hours will be applied.