



### Job specification- Cafe Manager

	Essential	Desirable
<b>Qualifications and Experience</b>		
<ul style="list-style-type: none"> <li>Catering Management Qualification or proven leadership and supervisory catering experience</li> </ul>	X	
<ul style="list-style-type: none"> <li>Food hygiene qualification</li> </ul>	X	
<ul style="list-style-type: none"> <li>Food hygiene qualification at intermediary level</li> </ul>		X
<ul style="list-style-type: none"> <li>Experience and understanding of food hygiene and safety legislation, HACCP, COSHH, producing risk assessments and Health &amp; Safety requirements in a catering and cleaning capacity</li> </ul>	X	
<ul style="list-style-type: none"> <li>Menu planning, food preparation and cooking, portion control and understanding of allergens and special dietary needs</li> </ul>	X	
<ul style="list-style-type: none"> <li>Experience of contactless payment systems and running reports</li> </ul>		X
<ul style="list-style-type: none"> <li>Ability to meet customer expectations</li> </ul>	X	
<b>Skills and Knowledge</b>		
<ul style="list-style-type: none"> <li>Proven organisational and communication skills</li> </ul>	X	
<ul style="list-style-type: none"> <li>Ability to work independently using own initiative and equally as part of a team</li> </ul>	X	

<ul style="list-style-type: none"> <li>• Working knowledge of Microsoft word and excel including creating and presenting reports</li> </ul>		X
<ul style="list-style-type: none"> <li>• Ability to work well with others</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Maintain high level of record keeping ,ordering and stock control</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to lead and support a team of volunteers, including young adults with learning disabilities and additional support needs, providing tailored guidance and training to enable personal and professional development.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Willingness to attend training courses or complete online training as required/ requested</li> </ul>	X	
<ul style="list-style-type: none"> <li>• PVG Scheme Member</li> </ul>		X