



Community Interest Company No. 6735733, Patron: Dr. Liam Fox MP

www.strawberrylinecafe.co.uk info@strawberrylinecafe.co.uk

Café Manager – Person Specification

We are looking for the following skills and qualities in the successful candidate:

- **Level 3 Food Safety Award**
- **Ability to work with adults with learning disabilities and awareness of their capabilities**
- **A love of cooking and proven ability**
- **Good food preparation skills**
- **Good food presentational skills**
- **Demonstrable ability to work within a budget/manage cash flow**
- **Proven ability to manage staff and customer relations**
- **A commitment to working with locally sourced and/or Fair Trade produce**

Café Manager – Job Description

Responsible to: The Directors of the Project

Appraised by: Irene Stubbs, Director

Working hours: 37.5 hours per week 6.30 a.m. to 3 p.m. for the café opening from 7 a.m. to 2 p.m. Monday – Friday. Occasional weekend work will be involved.

Responsible for: The smooth running of the café within the budget given, and the management and supervision of the café staff.

Duties include:

- Controlling the till, ensuring the till is balanced daily
- Ensuring the café takings are banked daily and that only a float is ever kept on the premises
- Ensuring that all staff keep accurate time sheets daily
- Ordering supplies, locally and/or fair trade, where possible
- Checking that orders have been correctly delivered and charged for
- Organising rota of kitchen assistants
- Managing kitchen assistants, including the undertaking of annual appraisals
- Dealing with customer's expectations in a pleasant and courteous manner

- Ensuring that the kitchen, café area and café toilets are kept clean in accordance with Health and Safety Regulations and Guidance
- Keeping cleaning and temperature records
- Ensuring that there is someone on site at all times when the café is open with First Aid training
- Menu planning in consultation with the Directors
- Undertaking and supervising the preparation of the food and beverages served in the café
- Ensuring that the café environment is pleasant and welcoming in line with the image agreed with the Directors
- Liaising with the Directors and Trainer/supervisor of any adults with learning disabilities working at or being trained at the café
- Reporting maintenance issues to the Directors
- Ensuring that any risk assessments are complied with and risk assessing the tasks carried out by staff at the café and recording the same
- Maintaining such records as are required by the Directors from time to time
- Assisting the Directors in the formulation of policies for the good running of the café

