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**Rooted Coffee House Vacancy**

**Coffee House Manager**

We are excited to recruit a Coffee House Manager for our lively and vibrant Coffee House within our Library and Community Hub.

**A flexible approach to work is required.**

**Salary**: £10-11.50 per hour plus a bonus scheme

**Location:** Rooted Coffee House in Blackfen Community Library Blackfen, Sidcup, DA15 9LU

**Working hours:** 37.5 hours - shifts covering 5 days out of 7 per week – this will include evenings and weekends

**Do you love Cafés and Coffee Houses?**

We have a great opportunity for a Manager, with experience in hospitality or service settings, to come and be part of our great team to develop our Coffee House.

Rooted Coffee House was established 5 years ago as an important part of Blackfen Community Library and Hub. It is run by New Generation Community Trust. The Coffee House profits help contribute towards keeping the Community Hub sustainable as well as helping to create a great inclusive community atmosphere.

The Coffee House is a central part of our outreach and community building and it is more than just a café. We pride ourselves on the events that we run and the work that we do to build relationships and community.

We are looking for someone with a love of community, an eye for detail and creativity to drive our Coffee House Team and develop our offer to the community of food and Café events.

Working as the Coffee House Manager you will:

* Seek to foster the community atmosphere
* Be hands on in every aspect of running the Coffee House
* Manage and develop the team of volunteers
* Build team and motivate to deliver an excellent timely service to customers alongside the development of a timetable of events

**Key Responsibilities:**

**Community Engagement**

Build community relationships to ensure the Coffee House fulfils the pastoral vision while achieving agreed financial objectives.

* Plan appropriate promotion and marketing to increase interest and uptake in café services
* Foster the welcoming environment and increase use
* Involvement in the wider charity and community events

**Running the Coffee House**

* Deliver a high standard of food and drinks and a timely service
* Ensure a high standard of cleanliness
* Work within budget limitations and control waste
* Order and manage stock and stock rotation
* Implement seasonal offers and drinks
* Oversee food hygiene standards and training
* Keep all relevant paperwork up to date

**Staff and management**

* Recruit, train and supervise staff
* Help the community team to promote volunteering
* Manage café training, supervision of and support to café volunteers, offering meaningful opportunities for their development
* Attend regular team meetings with other members of the senior staff team

**Person Specification**

**Essential**

* Fully sympathetic and supportive of the vision and values of New Generation Church who established and are involved in running and supporting the library and community hub
* Strong team management and organisational skills
* Lots of energy and a hard work ethic
* Previous supervisory or management experience in catering or service industries
* Excellent communication and ‘people’ skills
* Experience of working in and supervising teams in a café or similar catering

environment

* Ability to supervise and motivate volunteers
* Must have or be willing to undertake a Level 2 food safety course
* Must be flexible with your working hours and available to cover events and hires which may fall outside of normal trading hours
* And not unimportant…be an enthusiastic, motivating and fun colleague to work with!

**Desirable**

* Experience of similar work in a voluntary sector setting
* Previous event experience
* Experience of supervising and motivating volunteers
* Previous Café management experience
* Experienced Barista and food preparation

To apply, please send your CV with a covering letter to [paula@newgen.org.uk](mailto:paula@newgen.org.uk)