



## **Café Manager Job Description**

The Café Manager will be responsible for the setting up of the new Haven community cafe, and reporting to a nominated Trustee. The successful candidate will work independently, being responsible for the day to day operational management and supervision of the Café.

- Operate the café in compliance with Food Safety, Environmental Health and Health & Safety Legislation and Regulations. Upkeep of relevant documentation and actively keep up to date with changes to Regulations and Legislation
- Management and supervision of cafe staff and volunteers including induction training, relevant records and any grievance and disciplinary matters that may arise
- Integration of the additional learning needs of volunteers to the work rota's
- Ability to access and provide relevant training for Staff and volunteers to the Café
- Operating Procedures, including those with special needs to ensure equal opportunities to all, carried out internally and with external providers as necessary
- Welcoming clients and customers, identifying their needs, marketing and advertising the catering service locally and through social media.
- Compilation of Café menus, nutritional information, including special diets, awareness of food allergens and intolerances
- Competent in the use of word, excel and related packages, including spreadsheets and presentation of trading reports as required by the trustees
- Negotiating with local suppliers for the provision of foodstuffs and consumables relevant to the needs of the service delivery
- Creation of pricing structure to obtain a profit and the day to day reconciliation of income from cashless Epos system
- Responsible for safe delivery and storage of goods, checking invoices and passing to ENF accounts department
- Stock checks as agreed with trustees of Café supplies
- Create inventories for light, heavy and electrical equipment and ensure maintenance and repairs are carried out in accordance with any warranties, guarantees and servicing requirements
- Creation and implementation of cleaning schedules, procedures, COSHH data sheets and risk assessments for all areas under the responsibility of the cafe Manager
- Assist with the cooking and food preparation of menu items as and when necessary, in particular to cover in the absence of Cook Supervisor.

In addition to the day to day running, the Café Manager will work with the Trustees of ENF to develop the Café and maintain profitability. This may cover;

- Constantly evaluating the operations and performance to create optimisation and improvement
  - Development of the menu and items for sale, based on current sales and profitability
  - Possibility of the Provision of external catering for events and meetings
  - Sourcing new suppliers to improve quality or reduce costs
  - Development of Staff and volunteers
- Participate in continuous service improvement to promote a quality service delivery

**As this is a developing role the job description may required to be reviewed as and when necessary**