



### 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 including those with special needs</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 a team of Staff and volunteers including induction training , record keeping and ensuring working rotas are in line with operating needs</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