

St Peter's Church Coffee Room

Assistant Manager – Job description

Rector: The Reverend Christopher Harrison

Coffee Room Manager: Vacant

Working hours – 25 p/w (Tuesday - Saturday)

Rate of pay - £13.00 p/h (plus pension scheme)

Tasks:

- To prepare and serve food orders
- To operate the cash register and cash up as required
- To ensure that the Coffee Room and surrounding facilities are kept clean and tidy
- To undertake any reasonable tasks as requested by the Line Manager
- To instruct the other members of staff and volunteers in the undertaking of all necessary tasks
- To cover for the manager when they are absent due to holidays, sickness etc.
- To assist the manager in promoting staff, volunteer and customer relations
- To assist the manager in promoting quality control

It is important that the successful candidate is able to:

- Be flexible surrounding sick/holiday cover
- Have the ability to work well with other members of staff and volunteers
- Build and maintain good relationships with customers

Previous experience in catering work is required.

To apply for this position, please email a completed application form to Adele Siepmann by **2 pm on Tuesday 26th March 2023**: office@nottinghamchurches.org

St Peter's Coffee Room is a café with kitchen occupying most of the ground floor of St Peter's Centre next to the Church. The Coffee Room is open 10.30am - to 2.30pm six days a week and serves hot and cold drinks, cakes and light lunches.