

St Peter's Church Coffee Room

Manager – Job description

Rector: The Reverend Christopher Harrison

Responsible to: The Rector and the Directors of St Peter's Centre Catering Company Ltd.

Working hours – 35 p/w (seven hours a day Monday – Friday, but with responsibility for Saturdays)

Pay - £25,000.00 per annum (plus pension scheme)

Tasks:

- To prepare and serve food orders
- To produce items (cakes, scones, soup etc) for sale
- 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 instruct the other members of staff and volunteers in the undertaking of all necessary tasks
- To cover for the assistant manager when they are absent due to holidays, sickness etc.
- To promote staff, volunteer and customer relations
- To promote quality control
- To purchase consumables (through the Parish Office)
- To make sure that the Coffee Room is compliant with all statutory requirements

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 essential.

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.