

## JOB DESCRIPTION – HRH CAFÉ MANAGER

**Name of employee**.....

**Job Title:** (HRH) Café Manager, working Monday to Friday, with the occasional Saturday, depending on the need of the service.

**Salary:** Will be based on £15.00 per hour working between 30-40hrs each week with the occasional Saturday (approximately £31,200pa). Working shifts patterns are 8:30am-5pm or 12:30-9pm, with 30mins lunch and the option to work additional hrs. Shifts may change when working Saturdays

### **Overall Description:**

You will be required to work in front of the house and kitchen in our community café Known as the “Hub” in a busy newly built community centre in Highbury. You will be running the Café, which includes providing a professional catering service to members of the public. Initially, you will be responsible for preparing cooked meals, sandwiches, teas, coffees, and snacks. You will also be required to assist with events and private functions held at the community centre either during the evening or weekends. As our community café grows, we will employ other staff to assist and they will be managed by you. You will be supported by the Business Development Manager, to ensure you are not working alone.

**Reporting to:** HRH Director or the Business Development Manager in his absence.

### **Job Requirements:**

1. Minimum of 2 years' experience of preparing and serving cooked meals, sandwiches, teas, coffees, and snacks
2. Good knowledge of hygiene
3. Good knowledge of food and health & safety
4. Good communication skills
5. Excellent customer service skills
6. Good leadership skills
7. Ability to work independently and help grow the business

### **Main Duties and Responsibilities:**

1. To prepare snacks and other meals and serve the meals.
2. Ensure that all food/meals are prepared to a professional standard.
3. Be responsible for managing and promoting the café via social media, special events etc.
4. Be responsible for taking orders, serving customers and cash collection.
5. Be responsible for cash-in up at the end of the day.
6. Be responsible for catering for events, i.e. teas, coffees, lunch etc.
7. Be responsible for creating and implementing procedures in our cafe/catering activities

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following the guidance from the Food Standards Agency.

8. Co-ordinate and manage the catering for a large or community event, such as our AGM and HAF (Holiday Activities and Food) programme.
9. Oversee any HRH social club or activity in the café.
10. Ensure that stock levels are maintained and that supplies are purchased as and when required.
11. Ensure that all pots, pans, cutlery and areas used to deliver the service are clean.
12. Ensure that when the café is not open, the area is locked off and secured.
13. Help put out tables, chairs and other equipment for the service and clear away afterwards, if required
14. Will be responsible for ensuring that any snacks or meals prepared by you, are done in accordance with Food Hygiene requirements.
15. Ensure that HRH equipment and furniture are cleaned and stored away where appropriate.
16. Be prepared to undertake training as required.
17. Responsible for managing kitchen staff and ensuring they receive appropriate training.
18. Prepare meals for HRH projects and arrange collection if required.
19. As and when required to attend and participate in staff meetings.
20. To attend and to assist in all HRH fundraising events as required by the director.
21. To work with the cleaning department to ensure that the cleaning of the kitchen/area is maintained to a high standard. You may be required to clean the kitchen area.
22. Work as part of a team contributing to the smooth and effective running of HRH.
23. To undertake any other duties, commensurate with the grade as required from time to time by the director.
24. To carry out the Equal Opportunity objectives and policies of HRH

Please sign that you agree to the above:

Signed:.....

Print name:.....

Date:.....