

JOB DESCRIPTION: Café Lead / Barista

Document issue date:	12th September 2022
Location:	Saints, Newdegate Street, Nuneaton CV11 4ED
Salary:	£22,000 per annum, inclusive of employer NEST pension contributions at 8.5%. The post is initially for one-year. The contract will be rolled forward subject to availability of funding.
Hours:	38 hrs per week, Tuesday-Saturday. Post open to job share. Regular café opening hours are 930am-330pm, plus after-school opening on some days each week including occasional evening events.

Diversity Statement:

As an equal opportunities employer, we particularly welcome applications from UK Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates. All appointments will be made on merit of skill and experience relative to the role.

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made.

Role Purpose:

We are looking to recruit a Café Lead/Barista to deliver high quality food and drink for the Saints Nuneaton cafe, which is part of the Charity, 'Together For Change' (a partnership between The Church Urban Fund and the Diocese of Coventry). The café seeks to support young people not in education or employment and also volunteers from the local community by providing training, experience and mentoring. Therefore the Café Lead/Barista will be working with this cohort in support of the charities wider aims.

The 'Saints' project works with an ecumenical group of Nuneaton churches on its steering group, with the Church of England as the lead denomination, and therefore will involve sensitively working on behalf of Christians from all denominations to support youth work in the town. (It is not an inter faith hub.) The post holder will need to have a Christian understanding of what is happening in the building, that the projects are not simply community projects but they have a spiritual dynamic to them. We will also be hosting Alpha groups, discipleship evenings, worship and prayer nights at the Saints hub. It is therefore important that the post holder be in sympathy with the Christian faith and has a passion for transforming their community.

The Local Context:

The post is seeking to work collaboratively with the local churches and Saints Steering group and is part of a wider initiative to Transform Nuneaton and enable the Diocese to live out our Mission Purpose of Worshipping God, Making New Disciples, and Transforming Communities.

Key Relationships:

Saints is led by the charity Together for Change, in partnership with an ecumenical collection of Nuneaton Churches and Christian Organisations who are passionate about bringing community transformation to the heart of Nuneaton. The post-holder will be accountable to the Saints

Operations and Facilities Manager and to the TFC Senior Leadership Team. They will also work collaboratively with volunteers, stakeholders, partners and agencies to ensure the best youth service provision possible.

The Saints Communities and Marketing Development Worker will also play a key role in ensuring the café meets the aims and objectives of supporting the community initiatives that happen within the Saints building.

The Saints Steering group play a vital role in shaping the direction of the project and regular feedback to the group will be essential.

Main Activities and Responsibilities:

- Having overall responsibility for the café provision for Saints Nuneaton, ensuring all health and hygiene requirements are met, working alongside kitchen staff.
- Develop positive, professional relationships with customers, staff, young people and volunteers and provide hospitality training and mentoring for them according to their individual needs.
- Create delicious, creative drinks and menus that encourage customers to purchase items from the café
- Work with Ediblelinks and Fareshare to reduce the cost of food and reduce landfill, thereby supporting the charity and our customers
- Work within the budget requirements of the café ensuring receipts and orders are kept and filed.
- Be responsible for ensuring our value of welcome and excellent hospitality is upheld
- Seek to recycle and reduce food waste where possible to reduce our carbon footprint.
- Work with the Senior Leadership Team to provide hospitality that supports our various community projects, including Saints Student Lounge.
- Work alongside the Operations and Facilities Manager to ensure budget control of the saints café, purchasing food, items and equipment within the appropriate lines of delegation
- Daily delegation of tasks to ensure café is efficiently run with high standards of customer services, food provision and efficiently cleaned on a daily basis.
- Monitor and record stock, placing orders in good time for delivery of items
- Create rotas for staff, ensuring a healthy work-life balance
- Provide monthly monitoring reports on the income and expenditure of the café
- Collect food deliveries as and when required. (Petrol will be covered through an expenses form)
- Attend and where appropriate lead staff meetings of the particular setting/programme/project and contribute so that effective programme planning, preparation and evaluation of the Saints project is upheld
- Undergo any training necessary, including first aid, health and hygiene, safeguarding and COSHH.

To undertake any other duties commensurate with the post at a level consistent with the principle responsibilities of the post.

PERSON SPECIFICATION

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed
By:

Education & Training <ul style="list-style-type: none"> • Health and Hygiene Certificate • Good level of English – written and spoken 	A,D,I
Relevant Experience <ul style="list-style-type: none"> • Assisting in the delivery of excellent catering and hospitality within a relevant customer-facing, high-pressured setting • Experience of leading within a a café / hospitality setting • Experience and knowledge of making high quality barista coffee 	A, I,T
Knowledge <ul style="list-style-type: none"> • Knowledge of good menus, recipes and running a café at a profit 	A, I
Skills & Abilities <ul style="list-style-type: none"> • Ability to form and sustain positive relationships with staff, young people and volunteers in a busy environment • Ability to plan (with others) a small scale event / activity • Ability to work well under pressure • Ability to multi-task • Ability to drive and have access to a car 	A, I
Motivation <ul style="list-style-type: none"> • Demonstrates enthusiasm and commitment • Really wants to work within a hospitality setting • Committed to the vision of the TFC charity and Saints ambitions 	A, I
Attitudes <ul style="list-style-type: none"> • Committed to Equality of Opportunity • Reliable and hard working • Hospitable • Willing to contribute to team working • Open minded, caring and enthusiastic 	A, I

Desirable Criteria

Assessed
By:

Qualifications in skills relating to working with young people – Safeguarding, health and safety, equal opportunities etc	A, D, I
Relevant Experience <ul style="list-style-type: none"> • Work with challenging young people and experience of managing difficult behaviours • Recent involvement in working with the community • Experience in baking high quality sweet and savoury items 	A, I
Knowledge <ul style="list-style-type: none"> • Knowledge of issues facing young people and volunteers locally • Knowledge of delivering healthy food on a budget 	A, I

This post is subject to an enhanced level of DBS disclosure and a completed a Confidential declaration form.

If you have a disability or long-term illness that otherwise prevents you from meeting any of these criteria, please contact us to discuss whether a reasonable adjustment can be made.

It is a condition of any offer of employment we make to you that you have, or gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted

For more information, including job and person specification, and application form, please see <https://coventry.anglican.org/about/vacancies>

Informal conversations are welcome. Please contact Jet Jones on 07958 957320.

Closing date for applications: Friday 7th October
Interviews will be held on: Tuesday 11th October

Please send completed application forms and equal opportunities forms to:

Email: Jet.Jones@Coventry.Anglican.org