

NEW LIFE CHURCH
GRAPEVINE CAFE

Catering Manager
Job Description

<u>Job Title:</u>	Catering Manager (Temporary contract for 6 months)
<u>Based at:</u>	Grapevine Cafe, New Life Church
<u>Responsible to:</u>	Cafe Manager & Church Administrator
<u>Hours of work:</u>	Tuesday, Wednesday and Friday 9.00 am-2.30pm each week (term time only)
<u>Salary:</u>	£7.50 an hour (average week is 20 hours allowing 3 ½ hours shopping per week)

Job description:

We are looking for a suitably qualified and dynamic Catering manager for our re-launched 'Grapevine Cafe'. The cafe currently opens for two days each week (term-time only) and we are seeking to employ someone who would not only maintain the success of the present cafe but would actively work towards extending both client numbers and number of opening days. The person we are seeking would have a proven record in the day-to-day catering needs of a small but busy cafe with working knowledge of all necessary Hygiene and Health and Safety requirements. The person would be directly responsible to the Cafe Manager and needs to work with an understanding of the ethos of the cafe and its integral role within the life of the Church. As the cafe is staffed by volunteers a working knowledge of organising and training of voluntary staff is essential.

Key tasks and Responsibilities:

- Choosing and arranging menus
- Ordering and/or shopping for the food
- Supervision of all food preparation and serving, including all issues relating to safe food handling.
- Supervising all volunteers both in the kitchen and at tables
- Responsible for the cleanliness and Health and Safety in the working environment. The keeping of records of food, fridge & freezer temperatures, and food preparation practices, according to Food Standards Agency guidelines.
- Supporting and advising the Cafe Manager of any issues arising with volunteer staff.
- Regular meetings with Cafe Manager to discuss day-to-day running and the sharing of ideas for the future development of the cafe.
- Working alongside the Café Manager in the training of volunteers.
- Any other duties as required by the role undertaken.

This is a physically demanding role which can at times demand the highest levels of Customer Service and patience.

Please apply in writing enclosing your CV and names and addresses of at least two referees to the address below by Friday 30th September 2011. Please also email a copy to tmoutridge@sky.com if possible.

Mrs. Tamsin Outridge (Grapevine Cafe Manager), New Life Church Office, 10 Greenland Road, Worthing, West Sussex. BN13 2RR.