

LOVE WESTON CAFÉ COMMUNITY ASSOCIATION (LWCCA)

LOVE WESTON CAFÉ Job Description and Person Specification - MANAGER

The Love Weston Café has been in operation for 9 years using the premises of The Moravian Church on Friday mornings and early afternoon. The Café provides a greatly appreciated service to mums and dads with their younger children, older people looking for a social opportunity, and people working in the area. It's a rendezvous point at the heart of Weston Village. As a Christian project, this is always a place where it is easy to share God's love for everyone, and where people can talk about their faith and pray together.

The Café is dependent on an army of volunteers. Until now the management has also been voluntary. When the café reopens after being closed for nearly two years because of COVID The Love Weston Café Community Association wish to appoint a part-time manager.

Job Title: Manager

Employed The terms are as of self-employed with an expectation that the appointee will register as self-employed with HMRC and issue monthly invoices for payment... The appointment will be for 12 months.

Remuneration: £12 per hour for 10 hours per week..

Location: Weston Village, Bath

Purpose: The Manager's role will be that of a Manager for a team of volunteers. Reopening the Café in considerably refurbished premises provides an opportunity to reconsider the best use of the available space. The Manager would be expected to share in the discussions about the development of the café and advise LWCCA accordingly. It is likely that some of the operational tasks of the Manager will be done on other days than Friday when the café is open.

Duties:

- To ensure the efficient and safe running of the community café including compliance with relevant regulators
- Build a team of volunteers by recruitment with brief role descriptors, training and rota processing. They will set a culture of prayer with the volunteers and be willing to listen, pray appropriately and share the gospel with customers.
- Be available to customers at the café, to give information and / or support.
- Shop for the food and supplies as needed at the cafe
- Manage the income and expenditure of the café on an operational level.
- Ensure that the Café is prepared, ready for service and at the end of the day cleaned and left tidy.

Person Specification

Essential E, Desirable D.

Good communication skills **E**

Previous experience of food provision **D**

Previous experience of working with volunteers **D**

An ability to delegate **E**

Member of a Church **D**

There is a genuine occupational requirement that the post holder is a Christian.