



## Job Description

<b>Job Title:</b>	Cafe Coordinator
<b>Project:</b>	More Time
<b>Salary:</b>	£13,852
<b>Hours:</b>	Full Time
<b>Duration:</b>	Permanent
<b>Responsible to:</b>	Business Manager
<b>Job Purpose:</b>	<p>To be responsible for the development, expansion and day to day operation of the More Time Cafe in Newton Aycliffe and Bishop Auckland, creating an environment that is welcoming to its users. Develop a self sustaining cafe that provides a varied menu with consistent and professional service.</p> <p>Support and work with a team of volunteers to provide training and create employability pathways for DISC service users and other volunteers, and ensure the cafe provides a quality service.</p>

### Main duties and responsibilities:

- Organise and manage the purchase of cafe supplies
- Undertake weekly stock takes
- Provide weekly sales and purchase figures to accounts
- Develop and maintain stock control management system
- Ensure that a minimum 70% gross margin is achieved by reviewing supplier pricing, menu pricing and wastage
- Increase the appeal of the cafe to the wider community and develop relationships
- Provide training, supervision and support to volunteers
- Liaise with the Business Manager to generate sales via external catering
- Ensure the cafe is adequately staffed, co-ordinating rotas for volunteers
- Ensure all staff have a food hygiene certificate and are trained as required
- Deliver a professional level of customer service at all times
- Maintain hygiene standards in the kitchen and cafe area ensuring health and safety requirements are met



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- Ensure that all foods that are prepared, cooked and stored in the cafe meet a high standard of food hygiene
- Maintain risk assessments
- To be responsible for your own health and safety and that of other employees and volunteers in the cafe
- To undertake any such duties as required within the spirit of the post

### **Note:**

This job description is intended to provide a guide to the general duties and responsibilities of the post. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of More Time.



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Person Specification	Essential	Desirable	Where evidenced
Previous experience of working in the food industry	X		Application Form / Interview/ Reference
Level 2 qualification in Hospitality and Catering	X		Application Form / Interview/ Reference
Understanding of health and safety issues and the ability to implement procedures to ensure compliance	X		Application Form / Interview / Reference
Commitment to equality and diversity	X		Application Form / Interview / Reference
Hold a current Food Hygiene Cert and the ability to implement compliance	X		Application Form / Interview / Reference
Excellent communication and customer service skills	X		Application Form / Interview / Reference
Experience of managing a team of volunteers		X	Application Form / Interview / Reference
Experience of stock control, budgeting, margin calculations and control		X	Application Form / Interview / Reference