

	Job Title	Café Shift Leader
	Location	St Michael's Church, Broad St, Bath, BA1 5LP
	Reporting to	Cafe Manager
	Hours per week	As agreed
	Pay	£ 12.50 /hour

Our vision for the work:

St Michael's is in the heart of the City of Bath and is a place where there has been an active Christian presence for almost 900 years. It remains significant for tourists and visitors, but also as a gathering space for local people. Our vision is to provide a place of worship and community that offers welcome and hospitality to all who enter. The Café, and the events we host, are an integral part of that vision, enabling the building to be open most days, providing opportunity to relax, talk or seek quietness, find refreshment and enjoy high quality exhibitions, events and concerts.

Overall purpose of the job:

To lead the daily operation of St Michael's Café as delegated by the Café Manager, ensuring the highest quality provision and service, and alerting the Café Manager and Rector to issues as they arise.

Personal profile:

You are enthusiastic and dedicated and have demonstrated an ability to work independently and flexibly, occasionally in challenging circumstances. You are organised, with good communication skills necessary to lead and support staff. You must be sympathetic to our Christian aims and ethos.

Work pattern:

Working hours will be agreed with flexibility across the week. The café is normally open 6 days a week, Monday to Saturday. As a venue we host events and concerts throughout the year. An opportunity to work additional paid hours in the evening exists when events staff are required.

Key areas of responsibility and principal tasks:

Leading the café staff team in routine café operations. This will include:

- delegating tasks within the café to paid and volunteer staff to ensure maximum efficiency
- advising the Cafe Manager about staff attendance and performance issues
- monitoring staffing levels and notify the Cafe Manager of any issues.
- ensuring the café area, equipment, and public toilet are maintained to the highest level of cleanliness.
- ensuring cleaning tasks are undertaken thoroughly and that records are maintained in accordance with current legislation.
- highlighting stock deficiency to the Cafe Manager.

- ensuring invoices that arrive with deliveries are taken to the office for payment approval
- reporting incidents and accidents occurring within the café or to customers in the H&S Incident book
- reporting damage to café equipment to the Cafe Manager
- ensuring daily takings are correctly accounted for and maintaining the change float.

Employment Status & remuneration:

Subject to agreement this post may be offered with contracted hours or on a Zero Hours basis. Contracted employment will attract paid holiday at the normal rate per hours worked. The hourly pay rate will be enhanced by 12% in respect of holiday pay for zero hours contracts.

Security:

The Café Shift Leader may be the last person to leave at the end of the day, thus the job holder shares in the responsibility for the security of the building.

Appointment:

This is an appointment of the PCC (Parochial Church Council), which is the trustee body of St Michael's Without and which has ultimate responsibility for the Café and its staff. The Café Manager or the Rector is the day to day point of contact.