



## **St Peter's Bentley PCC**

Role Description: Cafe Co-ordinator

21 hrs per week, six month funded post, can extend to permanent based on performance.

The Cafe Co-ordinator is responsible for the Beacon Cafe at Town End Community Hub. Their primary role is to ensure that the cafe becomes successful and has a turnover large enough to pay the Co-ordinator's salary within six months and the rent on the property soon after.

We are looking for someone who can recruit and motivate a team of volunteers, has skills in growing a business and who loves good coffee and good food!

### **Main purpose of the role**

- A To grow the Beacon Cafe gross profit to at least £1,500 per month by November 2025 and £2,750 a month by May 2026 through a mixture of cafe sales and room hire.
- B To build a team of volunteers to operate the cafe to extend the opening hours.
- C To work with the school wardrobe and CMA Bentley to ensure a joined up approach to the Town End Community Hub.
- D To manage cafe bookings and payments using our online booking system.
- E To be responsible for health and safety and HACCP systems and processes in the cafe.

### **General Responsibilities as a member of the staff team, including:**

- Complying personally with the safeguarding policies in place.
- Attending staff meetings and other meetings as required.
- Preparing for and participating in regular supervision.
- Undertaking training.

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The postholder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time in full consultation with the postholder to meet the needs of the Church.

It is important that you are comfortable working for a church and in a Christian ethos and work environment. Please let us know about this in your application.

## **General Terms**

We offer five weeks holiday per year, plus an allowance for Bank Holidays (because this role is part time). In 2025, we are also offering a (pro-rated) day off on your birthday. We also offer membership of a non-contributory pension scheme. We will contribute 8.5% of your salary each month and the pension scheme also offers a death in service benefit of twice your annual salary.

This post is in band 2 so the salary starts at £15,953. (£26,588 full time divided by 5x3)

## **Particular Terms**

Attendance at staff meeting is an important part of this role. Staff meetings are on a Thursday, so the expectation is that the successful candidate will work on a Thursday.

## Person Specification

### Job Title: Cafe Co-ordinator

Criteria	Essential	Desirable
Qualifications/attainments	GCSE English (or equivalent) GCSE Maths (or equivalent)	Food Hygiene Certificate GCSE Business Studies (or higher)
Relevant experience	Customer Service Experience Working in a team	Working in a faith based environment Working in a food based workplace HACCP procedures Growing and managing a volunteer team
Skills & competencies	Working alone Problem solving Friendly and firm attitude Takes pride in their work Trustworthy Self motivated Develops the skills of others	Loves Good Coffee and Good Food