

The Café Manager (20 flexible hours per week)

1. The Café Manager is responsible to The Board of Trustees of The Well, Kibworth.
2. The responsibilities are:
 - Working supportively with the Outreach Manager, the Facilities Manager and the Manager of The Well Next Door, as the Senior Management Team, **to run the charity** in conjunction with the Trustees. Meeting regularly as a team to oversee all the activities and volunteers, to agree all media communications and to contribute to the reporting to Trustees' meetings.
 - Working with the team of leads and volunteers to develop an understanding of the Vision of The Well (which is to be a place where God's Kingdom is made known in actions and in words) and **to nurture Christian community** in the Well.
 - Working to make the environment of The Well conducive to the vision **of welcome to all**, a place of rest and refreshment, ensuring user-friendly systems for customers and providing excellent customer service.
 - **The day to day running of the café**, including all fabric considerations of the kitchen, indoor and outdoor seating areas and managing the kitchen to ensure it is a safe and effective working area with user-friendly systems for customers.
 - Taking a lead on **sourcing of food and drink, budgeting, stock-taking and development of the menu.**
 - **Recruitment, training and managing of volunteers** and building up a team who can run shifts independently with confidence.
 - Ensuring the working areas of food management meet the requirements of **Environmental Health** and that all risk assessments and café related policies are in place and regularly updated. Ensuring that daily checks and cleaning procedures are water tight. Ensuring that current Government guidelines are adhered to and updated as necessary during the Covid pandemic.
 - Engaging in appropriate **safeguarding** training and ongoing compliance. Working with the few vulnerable adults in the volunteer team.
 - Working with the Food Bank team to develop The Well's offering as a Community Hub.