

COFFEE SHOP ASSISTANT MANAGER

Summary

This role has been created to assist the day to day running of the Oakwood Coffee Shop, at Tees Valley Community Church, working alongside the coffee shop manager. The coffee shop is one of the 'shop windows' for the church. Therefore, the successful candidate will excel in creating a welcoming, hospitable, and flexible environment which serves a wide variety of users. The right candidate will reflect the vision and values of the church and have a heart to see the kingdom of God brought to others through serving good quality food and giving excellent customer service.

Key Responsibilities

- Assisting the Coffee shop manager with the daily running of the coffee shop.
- Shift management of Coffee Shop team members in the absence of the manager, ensuring appropriate compliance with relevant health & safety, food handling and workplace policies.
- Maintaining consistent standards across all aspects of the coffee shop.
- Making sure the rotas are filled alongside the manager.

Person Specification

Essential:

- Commitment to vision and values of the Oakwood Coffee Shop and Tees Valley Community Church
- Great customer service skills.
- Good cash handling skills
- Ability to work under pressure
- Ability to be self-motivated and to work alongside our coffee shop manager
- Ability to understand and deal with team members needs sensitively and empower them to grow

Desirable:

- Experience of managing people
- Experience of working in catering/food service
- Experience of training and developing people
- Flexibility in cover to ensure the coffee shop runs smoothly daily
- A heart for the local community
- Access to a car
- Food Handling and safety certificates

Key Information

- The post is part time, at 30 hours per week, shifts including weekends
- Gross salary is £20,000-£21,500 pro rata depending on experience and qualifications.

Application is via letter and CV to Rebekah Williams (Coffee Shop Manager, Tees Valley Community Church). This should be submitted by email to rebekah.williams@tvchurch.org.uk by Sunday 14th November 2021. Interviews to take place the w/c 15th November 2021