

Kirkgate Café at Liberton Kirk

VACANCY: Café Manager/Cook

JOB DESCRIPTION

INTRODUCTION

Liberton Kirk is an active congregation of the Church of Scotland situated in the South of Edinburgh. As well as the church building, we have a large suite of Halls which play a key role in our outreach to the local community. The café is situated in the foyer leading to the suite of halls and plays a large part in our connections with the community.

ROLE

Kirkgate café is managed by the café manager/cook with the support of local volunteers. The role requires a motivated person to take on this important position, who will have a passion for the people visiting our Church Centre and must be able to create and maintain a warmly hospitable cafe environment, showing Christian love in action reaching out to the community as a whole. Overseen by the minister, Café Board and the Kirk Session, who support the Centre Management Team, the successful candidate must be able to work with the Ministers, staff and volunteers.

MAIN RESPONSIBILITIES

- Recruit, train and manage the volunteers who support Kirkgate café, and provide a welcoming and efficient café environment.
- Develop an appropriate menu for the café which operates a fair trade policy. Provide effective preparation of food to ensure the café is attractive to our regular clientele and transient visitors.
- Keep all areas of the café clean to ensure it complies with all food hygiene regulations and is presentable to customers, as a welcoming, clean, safe and hygienic environment.
- Maintain relevant financial records of income and expenditure and all financial transactions.
- Attend meetings with staff and committees as required.

PLANNING AND ORGANISING

- Organise the volunteer rotas and plan for absences.
- Plan what food needs to be bought, including ingredients for food preparation, as well as prepared items.
- Plan how and when over the week food preparation will be carried out.
- Always ensure adequate staffing for food safety and service.
- Providing strategy to increase and maintain café numbers.
- Organise volunteer teams to prepare and serve food for extra events in addition to the normal café fare.
- Deciding on equipment replacement along with the café board

KEY CONTACTS AND RELATIONSHIPS

- Staff/Volunteers
- Café customers including businesses
- Suppliers
- Line Manager
- Café Board
- Ministry Team and Kirk Session

KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED FOR THE JOB

The essential qualifications and characteristics that will be required of the person undertaking the role are:

- Knowledge of catering and experience of café work
- Knowledge of working with, retaining and recruiting volunteers
- Excellent cooking/baking skills
- Good team player and able to lead a team
- Ability to deal with a wide cross-section of people
- Be positive and enthusiastic with the ability to inspire and encourage others
- Excellent communication skills both verbally and in writing

QUALIFICATIONS REQUIRED:

- Catering qualification (desirable but not an absolute requirement)
- Possess a recognised food hygiene certificate and awareness of Allergen legislation
- Basic IT skills
- Basic First Aid

TERMS AND CONDITIONS :

The post holder must be a committed Christian with active Christian connection (Genuine Occupational requirement in terms of the Equality Act 2010)

Salary: £24165 pro rata based on 37 hours per week.

Normal hours of work will be 30 hours per week in an agreed pattern

Annual leave will be 6 weeks per year pro rata which includes 8 public holidays.

Pension scheme

The post holder must become a member of the Disclosure Scotland PVG Scheme

INTERESTED?

Please send your C.V. with an email to our Minister, John Young:-
jyoung@churchofscotland.org.uk

Closing date for applications is Thursday 19th May 2022

Interviews will be held at Liberton Kirk Church Centre, 28-30 Kirkgate, Edinburgh EH16 6RY.
Telephone 0131 664 4314, date to be confirmed.