

JOB DESCRIPTION

1. JOB INFORMATION

Job Title	Café & Events Coordinator
Reports to	Community Pastor and Youth Pastor

2. JOB PURPOSE

To support the smooth daily running of the café at Broadmead Community Church and to assist with organising, running and supervising of church events to enable Broadmead Community Church to flourish and fulfil its vision.

3. KEY ACCOUNTABILITIES

Main responsibilities

You will coordinate the daily running of the community café this includes Just b and ROC youth cafe, which is supported by volunteers. You will be responsible for:

- Running the café during opening hours
- Coordinating volunteers on a day-to-day basis
- Daily food hygiene routines
- Opening and closing set-up and cashing-up procedures
- Providing excellent customer service
- Assisting with regular events/groups and activities when required
- Stock control and ordering stock.
- Lead Prayers prior to openings and events

Additional information:

- This role involves work with all ages
- Additional flexible hours may be required throughout the year
- Undertake any other reasonable or ad hoc duties from time to time allocated to the role.

4. JOB DIMENSIONS

Staff – Direct reports	Volunteers on Shift
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5. PROFESSIONAL QUALIFICATIONS / SKILLS / WORK EXPERIENCE

Knowledge and Experience	<p>Desirable:</p> <ul style="list-style-type: none">• Practical experience of working in a café/retail environment• Knowledge of food hygiene and Health & Safety criteria for catering outlets• Food Hygiene certificate• Experience with working with all ages, adults and teenagers
Skills	<p>Essential:</p> <ul style="list-style-type: none">• Capable of coordinating all aspects of café operations• Ability to coordinate and empower volunteers• Able to assist with activities and groups at the cafe• Able to work on own initiative as well as in a team

	Desirable: <ul style="list-style-type: none"> • A desire to meet people where they are at and encourage and empower them
Personal Attributes	Essential: <ul style="list-style-type: none"> • Ability to stay calm in a busy café environment • Good Listening Skills • Approachable and friendly, with the ability to communicate with a wide range of people • Flexible and adaptable attitude towards work Desirable: <ul style="list-style-type: none"> • Enthusiasm for collaborating with others to create community

6. COMPETENCIES

1. Fostering Teamwork

As a team member, the ability and desire to work co-operatively with others on a team; as a team leader, interest, skill, and success in getting others to learn to work together co-operatively.

2. Managing Performance

Taking responsibility for one's own performance by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.

3. Communication

Ensuring that information is passed on to others, as necessary. Being technically competent in the use of the computerised communication and information packages that the Church uses

4. Building Collaborative Relationships

The ability to develop, maintain and strengthen relationships with others inside and outside the Church and the ability to communicate effectively with all ages and a wide range of people

5. Forward Thinking

Anticipating the implications and consequences of situations and taking appropriate action to be prepared for possible contingencies.

6. Stress Management

The ability to keep functioning effectively when under pressure.

7. Initiative

Identifying what needs to be done and proactively attending to it.

8. Thoroughness

Ensuring that one's own and others work, and information are complete and accurate. Careful preparation and planning, ensuring things are always left tidy and clean and paperwork is completed.

7. CONTROL

Date	Nov 2023
Completed by	Mary Ngatia
Agreed by	The Trustees

To apply please send your CV detailing your experience and how you might fulfil the job description. Please email your CV as an attachment to mary.ngatia@broadmead.org.uk. Closing date is 5pm January 12th, 2023.

This is a part time role, 16 hours per week
Temporary for 1 Year with a view to extend
The hours are Mon-Thurs and every 3rd Saturday in the month
The hourly rate is £11.18 per hour £9301 per year
There is a requirement for this postholder to be Christian