

View 21 Enterprises Ltd.
400 Old Edinburgh Road
Uddingston
Glasgow
G71 6PJ



Tel: 01698 810478

CAFÉ MANAGER

the VIEW café

Background:

The VIEW café opened in May 2012. The current manager has been in post since the commissioning phase of the café and is now seeking to retire. The View café is a Limited Company and is located within Viewpark Parish Church of Scotland buildings. The café is managed by a Board of Directors. The café is OPEN TO ALL and over the years of its existence it has evolved to become a popular community café, used by many different sectors of the community and seen as a valuable resource for the community. The café has 50 covers. The ethos of the café is based on the principles and practices of Viewpark Parish Church and it is envisaged the successful applicant will be sensitive to this, nurturing and supporting the ethos.

The Post:

- Café Manager
- 25 hours per week over 4 or 5 days within 6, with a degree of flexibility for daytime work and the occasional evening event
- Current opening hours are 9am – 3pm (staff 8.30am – 3.30pm). These are subject to review
- Salary is in the region of £10.50 to £12.00 per hour depending on experience and qualifications

Responsibilities:

- Take full responsibility for the effective operation of the café
- Take direct line management responsibility for all café staff including staff training
- Oversee the management of staff rotas to ensure all shifts and holiday planning meet the needs of the business
- Manage staff to ensure a positive working environment and a committed team. This includes managing attendance, performance and any other issues
- Prepare food and train café staff to assist with the preparation and delivery of food and beverages to the consistently high standard required
- Develop creative and inviting menus, which are costed appropriately
- Ensure efficient ordering and effective stock control, minimising waste
- Monitor income and expenditure; develop and adhere to budgets and targets
- Manage the use of cash registers and banking
- Report to the Board on financial performance
- Report to the Board on any other issues relevant to the effective operation of the café
- Ensure compliance with all applicable health and safety, fire and food hygiene standards

Knowledge, skills and experience:

We are looking for someone who:

- Has experience in a similar environment either as a manager or supervisor in the Food Service sector
- Has a relevant catering qualification(s) and/or relevant experience
- Has a Food Hygiene Certificate
- Has excellent team working skills
- Is a confident problem solver
- Has the ability to adapt quickly to unforeseen circumstances
- Has excellent customer service skills
- Can ensure the café is a friendly and inviting place that welcomes customers, provides prompt service and good quality food and beverages
- Can support and promote the ethos of the café

Applications:

Applications should include an up-to-date CV and be sent by post or email to:

Mr David Alexander
1 Hillview Crescent
Uddingston
G71 6DW

Email: dsaeducation@btconnect.com

The closing date for applications has been extended to Friday 14 February 2020.