



## JOB DESCRIPTION

<b>Role Title</b>	<b>Beach House Café Manager</b>
<b>Salary</b>	<b><u>£26,500</u></b>
<b>Hours</b>	35 Hours per week
<b>Location</b>	HUB on the PROM, South Crescent Road, KA22 8DU
<b>Reports to</b>	ACDT Head of Operations

### The Role

Managing the operations and Staff of the Beach House Café including, maintaining high standards of cleanliness, compliance with food hygiene and safety standards as well as demonstrating strong leadership and management of the team.

### Key Responsibilities

Identify, organise and prioritise staff and tasks in order to achieve operational requirements

Manage all café staff/trainees and ensure appropriate staffing structures and resource allocations to ensure a smooth operation of the establishment

Recruit, train and supervise staff and trainees

Deliver and demonstrate excellent customer service

Promote a friendly, community/customer focused environment

Manage stock levels and suppliers including ordering/preparing food, beverages and consumables

Develop and maintain relationships with suppliers, ensuring best value and reliability

Monitor waste and implement strategies to reduce it

Ensure accurate stock rotation and storage in line with food safety regulations

Maintain all required documentation, including:

- HACCP records
- Staff training logs
- Sales and daily takings

Maintain high standard of cleanliness, presentation and food hygiene ensuring compliance with food safety standards

Ensure café meets all licencing and regulatory requirements

Responsible for the monitoring of cash handling and banking procedures

Work with the Trust's Head of Operations to track budgets, costs and profitability

Assist with pricing structures and identify opportunities to improve revenue

Produce weekly operational and financial reports to the Trust's Head of Operations



Ensure full compliance with food hygiene, health & safety and environmental health regulations

Support the Trust by helping develop ideas and deliver community-focused initiatives, events and partnerships.

Implement and maintain operational procedures to support standards, efficiency and staff

Any other reasonable duties related to the role as requested by the Head of Operations.

## PERSON SPECIFICATION

### Person Specification: Community Engagement & Support Officer

	Essential	Desirable
<b>KNOWLEDGE</b>	Food hygiene and health & safety standards. (Food Hygiene certification preferred)	Working knowledge of HR, legal and Health & Safety frameworks
<b>SKILLS</b>	Excellent communication and people management skills Interpersonal Skills Excellent organisational and time management skills Customer service skills	A good working knowledge of MS Office would be advantageous Management/Supervisory certifications
<b>EXPERIENCE</b>	Line management experience Demonstrable strong leadership and people management skills Café management and barista experience Working with the public and dealing with customer enquiries, feedback and complaints professionally Cash handling experience	Experience with menu development and pricing Source suppliers whilst supporting local business as a priority when possible
<b>OTHER</b>	Self-motivator with proven management skills and setting realistic expectations for your team and monitoring/reporting on the same	Experience working with community focussed organisation Experienced at managing volunteers



	<p>Self-driven and motivated and able to manage staff rota ensuring adequate cover</p> <p>Work flexibly, including weekends and occasional evenings, where required</p>	
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