



## JOB TITLE

### Café Manager (weekends)

## JOB DESCRIPTION

A café manager is required for The Real Junk Food Projects 'Pay As You Feel Café' based at LS-TEN skate park. The café manager will be responsible for the day to day running of the café, meeting food safety and hygiene standards at all times. Coordinating a team of volunteers, you will ensure the cafes diverse customer base receives outstanding customer service. The role requires working both Saturday and Sunday during the cafes opening hours.

## DUTIES

- Responsible for maintaining high standards of cleanliness and hygiene in the café area at all times
- Ensuring compliance with the government's coronavirus safety guidelines
- Serving food and drink to a diverse customer base, and being able to discuss The Real Junk Food Projects missions and PAYF ethos
- Training volunteers in the service of food and drink
- Liaise with the head chef regarding menu planning and ideas
- Communicate with the team at LS-TEN and the catering coordinator regarding events being held in the café, and help prepare for these events if needed
- Communicate with the team at the Kindness Warehouse regarding deliveries and supplies
- Host children's parties in the café space when required
- keep financial records of all PAYF donations and transactions
- Monitor customer complaints and feedback, and respond to customer queries
- Comply with health and safety procedures and standards
- Ensure guidelines for dealing with food allergens are followed at all times

## QUALIFICATIONS & EXPERIENCE (ESSENTIAL)

- Level 2 food safety and hygiene (if not already achieved, then willingness to train)
- Experience of working in the hospitality sector.
- Experience of managing a team
- Exceptional customer service skills

## QUALIFICATIONS & EXPERIENCE (DESIRABLE)

- Experience of working within the voluntary sector
- Basic food preparation skills
- Track record of business development

## PERSON SPECIFICATION

- Good communication and interpersonal skills
- Organisational and time management skills
- Ability to deal with a diverse range of people, including the vulnerable
- An interest in the environment
- An interest in working in the third sector
- Flexible 'can-do' approach

## LOCATION

Kindness Cafe  
LS-TEN Skate Park  
Unit 1  
Kitson Road  
Leeds  
LS10 1NT

## RELATIONSHIP

## SALARY

£11 p/h

## HOURS

Saturdays 9.30am- 16.30pm  
Sundays 8.30am- 16.30pm  
15 hours per week.

## REVIEW

Role to be reviewed after 3 months  
Position to be renewed, or notice period given.

## How to apply

Please complete an application form and email to [hr@trjfp.com](mailto:hr@trjfp.com)

**Closing date Friday 7<sup>th</sup> May 2021**