

Volunteer Role Description - Café Supervisor	
Name of church/body	All Saints Church
Role title	Café Supervisor part time, fixed term
Main purpose of the role	To have oversight of the church café and ensure its smooth running
What you will be doing	<ul style="list-style-type: none"> • Present to serve in the café sometimes • Decide on menu and order supplies for café and pass invoice to church treasurer • Manage the till system and card reader and ensure money is secure at the end of the shift • Keep track of stock and sales • Manage rota of volunteers for café • Liaise with other partner organisations potentially using the cafe • Ensure health and safety requirements including checks of equipment • Ensure café is left tidy at end of shift • Be part of a management team overseeing the running of the church space, meeting with others in the team on a weekly basis (can be online) • As this is a temporary role, part of the role is to record and establish what hours are required for the tasks and what skills are needed
Number of hours a week	15 hours a week – this role is a temporary role whilst the cafe is set up and it is established how it will be run and resources needed.
When and where you will be doing it	Some of the work could be done from home, such as organising rotas, placing orders for supplies, ensuring compliance to H&S regs and having oversight of the income and stock sold. It would also be necessary for you to be familiar with the café and to be present at times when it is open and as support for volunteers as well as working in the café serving customers at times.
Benefits to you	This is an exciting role that gives you the opportunity to take a lead in establishing the new café space at the heart of our church and community. You can help establish the menu, the ethos and the reputation of this café from its opening. Much of the role can be done in your own time, from home, although good communication with others is essential and it will be necessary for you to be seen regularly around the church and café space to get to know people and ensure the café is being run as you would expect. Part of this role is to discover more about what is needed within this role and

	<p>this role is planned to be temporary whilst we work out all that is needed. You will work alongside others in the management team to help make sure the church is inclusive and welcoming to everyone.</p>		
Person specification	<p>Well organised and good with administration</p> <p>Has some business experience</p> <p>Comfortable with managing a team of volunteers</p> <p>Experience in a café setting</p> <p>Good communication skills</p> <p>To understand the nature of the café space as set within a church, to serve the community inviting in and build community</p>		
Disclosure & Barring Service (DBS) Requirements	DBS required		
Who you will be responsible to	The Rector (or Associate Priest in vacancy)		
Training requirements	<p>H&S, Food Hygiene as required by a café</p> <p>Cash and stock control software etc</p>		
Support you will be given	The Management Team and the other café staff volunteers		
General information	<p>We hope that the café will be open several sessions a week, with the potential for more shifts in the future. It should be staffed by volunteers and will initially serve hot drinks and cakes. There be times when we work alongside other charities who may run shifts at the café and supply volunteers for this, but they are still under your oversight. There will also be times, when the church is hired out for an event for example, when the café space may be used and equipment such as hot water machine, but not supplies such as cakes and coffee.</p>		
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All role descriptions are draft at this stage and subject to change

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.