

Café Deputy Manager at All Saints' Dedworth

Church Overview

All Saints' Church is a faithful group of worshipping people, blessed by God to be placed in the centre of the local community in Dedworth, West Windsor. We are a hugely diverse group of people that reflects the community we love to serve. We seek to do life together and make Jesus known through acts of love and an unconditional welcome.

The Church is lively and growing, with huge potential for continued growth. We have great relationships with our local community, as the Church Centre has become an interface which supports charities and groups that meet people's needs. It is an interface for gentle evangelism, as we share the hope of Jesus.

We would describe ourselves as:

Gently charismatic - We believe that the Spirit of God is living and active today.

Evangelical - We hold the Bible in high regard as God's words to us.

Sacramental - We believe in *baptism* as a sign of joining the family of God and sharing *communion* (bread and wine) as a sign of being united as family by the life, death and resurrection of Jesus.

Anglican - We are part of the Church of England.

Role Overview

The Church's vision for the Vine & Fig Tree Cafe is that it be a welcoming community meeting place, with an atmosphere that demonstrates the love and values of Jesus, gently making him known.

The Café Deputy Manager will assist and support the Café Manager. They will play a pivotal role in the Church, at a crucial time in its growth. We are looking for someone who is a welcoming and friendly personality; someone who reflects Jesus' love and extends hospitality to everyone who walks through the door. Your passion for exceptional customer service will shape the café as a vibrant space, for both newcomers and for regulars to connect and grow together.

As Deputy Café Manager, you will help to lead a team of volunteers with a missional focus, creating opportunities to increase footfall by offering excellent, affordable food and drinks in a peaceful, inviting atmosphere. You will be key in fostering a community that aligns with the church's values and helps spread the message of God's love.

Specific Responsibilities of the Café Deputy Manager

- Maintaining a high level of food hygiene and general cleanliness.
- Maintaining an inventory and rotating stock.
- Ensuring the café is up to date with required paperwork e.g.,
 - the daily diary,
 - the daily checklists of fridge and freezer temperatures,
 - the opening and closing checklist,
 - the staff and volunteer checklist,
 - The allergens and intolerances check list.
- Serving behind the till, taking orders, and making and serving beverages and food to a high standard.

- Handling cash and keeping records of transactions.
- Recruiting, scheduling, and managing volunteers working in the café.
- Maintaining the café social media and online apps. (Facebook, Google, POS, Good Eats).
- Adhering to all church policies and procedures.
- Adhering to church policy and procedures on safeguarding.
- To keep up to date with safeguarding and role specific training.

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • A welcoming and friendly personality, consistent, patient and helpful. • Self-aware and great at connecting with people from all walks of life. • Someone who enjoys being part of a team. • Trustworthy, discrete and able to maintain confidentiality. • Quick to forgive. • Willing to learn and ability to self-reflect. 	
Experience	<ul style="list-style-type: none"> • Experienced at working in a team with both salaried staff and volunteers. • Work experience in customer services, catering or hospitality. 	<ul style="list-style-type: none"> • Work experience in customer services, catering or hospitality. • Coffee Barista experience.
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication skills. • Able to prioritise workload under pressure • Ability to lead creatively, responding to needs that arise over time. • Team leader, passion to empower others, ability to make decisive decisions. • A team player; able to work with, support and encourage others, take direction from the Café Manager. 	
Education	<ul style="list-style-type: none"> • Possess level 2 or higher in Certificate in Food & Hygiene or willingness to obtain. • Possess Food and Intolerance Training Certificate or the willingness to obtain. • Appropriate safeguarding training or willingness to obtain. 	

TERMS AND CONDITIONS OF THE ROLE

Reports to and liaises with Café Manager. **Line manager:** Initially the Assistant Curate.

Hours of work:

15 hours per week. (Wednesday, Thursday and Saturdays, 9:30 am to 2:30pm) x 1

17.5 hours per week. (Monday to Friday, 2:00 pm to 5:30pm) x2

Role review: There is a three-month probationary period for this role. The post holder will then receive an annual review of the role, job description, terms and package.

Support: The post holder will receive ongoing support from Café Manager and volunteers.

Salary: £12.60 per hour – Real Living Wage Index (15 hrs per week = £9,828.00
17.5h per week = £11,466.00)

DBS: This postholder will require an Enhanced DBS disclosure.

Occupational Requirement: Certificate of training in Basic Hygiene level 2
Certificate of Food Allergy and Intolerance Training
Church of England Safeguarding Basic Training Certificate.
Barista Coffee Training.

How to Apply:

To Apply: Send a cover letter and CV to admin@allsaintschurchedworth.com

If you have any questions, please send them to: Revadamwingrove@gmail.com

Closing date: Thursday, 24th April 2025, 1:00pm

Interviewing: Week of Monday, 28th April 2025.