

## Pop In Tea Room Manager – Job Description

**Post Title:** Pop In Manager

**Hours:** 16 hours per week **over 4/5 days** initially. Hours and by arrangement with the Centre Manager. Some flexibility can be offered.

**Responsible to:** You will report to and work for Sarah Moss, the Winton House Centre (WHC) Manager, *who will also be your line manager.*

**Purpose:** To uphold and promote the charitable objectives of Winton House Centre. To manage and promote the Pop In tea rooms and the team of volunteers.

**Main Duties:**

1. Ensure provision of good quality food on a daily basis.
2. Ensure all volunteers have current Food Hygiene certificate and training.
3. Ensure all relevant Health and Safety Policy and legislation met thereby meeting Safer Food Better Business for Caterers.
4. Ensure all appliances are working correctly and volunteers can operate.
5. Order stock at competitive prices in consultation with the WHC Manager.
6. Prepare and manage the rota for the team of volunteers in the café, some of whom will have additional needs.
7. Review and update Pop In manual.
8. Be able write a Hazard Analysis and Critical Control Point (HACCP) policy, maintain and implement.
9. Develop community-based activities in the Pop In utilising the facilities for the benefit of the community.
10. Financial:
  - a) Undertake weekly stock-takes
  - b) Ensure that financial sustainability is achieved and maintained by reviewing supplier pricing, menu pricing and wastage.

**Person Specification:****Essential:**

1. Experience of catering/running a café or similar venue.
2. Experience of working with volunteers sensitively and in confidence
3. Current Food Safety Certificate level 2. Online training provided to level 3.
4. Excellent interpersonal and communication skills
5. Able to drive and be able to purchase bulk food items.

**Desirable:**

1. A commitment to the local community and appreciation of Winton House Centre ethos.
2. Good organisational skills
3. Ability to cook and prepare well, a range of food

**Salary**

*Example 16 hours £11.30 – 12.30 per hour depending on qualifications and experience.  
£9400 – £10335 per annum*