



# WINTON HOUSE CENTRE

RUN BY THE COMMUNITY FOR THE COMMUNITY

## **Job Title: Community Café Manager**

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

**Responsible to:** You will report to and work for Sarah Moss, the Winton House Centre (WHC) Manager.

**Purpose:** To manage, promote and develop the Community Cafe working with the team of volunteers. To uphold and promote the charitable objectives of Winton House Centre.

### **Main Duties:**

1. Organise and manage the rota for the team of volunteers in the café. Some of whom will have additional needs.
2. Review and update volunteer manual.
3. Ensure provision of good quality food daily.
4. Ensure all volunteers have current Food Hygiene Certificate and training.
5. Ensure all relevant Health and Safety Policy and legislation are met thereby meeting Safer Food Better Business for Caterers.
6. Ensure all appliances are working correctly and volunteers can operate.
7. Order stock at competitive prices in consultation with the WHC Manager.
8. Develop community-based activities in the cafe utilising the facilities for the benefit of the community.

### **Person Specification:**

#### **Essential:**

1. Motivated and well organised with the ability to manage a team of volunteers.
2. Excellent interpersonal and communication skills.
3. Some knowledge experience of hospitality.
4. Good IT skills.

#### **Desirable:**

1. Current Food Safety Certificate level 2. Online training provided if required
2. A commitment to the local community and appreciation of Winton House Centre ethos.
3. Good organisational skills
4. Flexibility to cover to ensure the café is fully staffed at all times

### **Salary**

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

**Interviews** Thursday 12 May at Winton House Centre 18 High Street Petersfield GU31 3JX

Winton House Centre is a Company registered in England and Wales

Company number: 7517789. Registered Charity No: 1140306