

Job Description

Job Title	Tin Roof Café Manager
Hours	40 hours per week, Monday to Friday, 8.30am to 5.30pm, including a one-hour unpaid break each day
Salary	£15.50 per hour, equivalent to £32,240 per year based on 40 hours per week
Contract	Temporary for 6 months with the possibility of being permanent
Reporting to	Clerk to Shinfield Parish Council

About the Role

Are you a passionate people person with great leadership skills and a love of excellent customer service? The Tin Roof Café in Shinfield is looking for an enthusiastic Café Manager to lead our friendly team, deliver a fantastic customer experience, and help our café thrive in the heart of our community.

Responsibilities: What You'll Be Doing

- Overseeing the day-to-day operation of the café, including service standards, staffing, stock and customer experience
- Creating a warm, welcoming environment and delivering excellent customer service
- Leading, motivating, training and developing the café team
- Managing stock, ordering and suppliers
- Ensuring high standards of food hygiene and safety
- Driving sales while maintaining a positive café atmosphere
- Managing rotas and ensuring appropriate staffing levels

Knowledge

Essential

- Competent knowledge of running a café
- Competent knowledge of food preparation
- Hold at least a Level 2 qualification in Food Hygiene and be prepared to study for Level 3
- Hold qualifications relating to Food Allergen, HACCP, Health and Safety, COSHH, First Aid and Fire Safety
- Barista trained
- Understand the importance of stock rotation and how this is carried out

We're Looking for Someone Who Is:

- A natural leader
- Organised and proactive
- Customer-focused and enthusiastic

- Experienced in hospitality, catering or retail management, with a passion for community and great service

Desirable

- Familiar with the geography and demographics of the parish and its surrounds
- Have a basic understanding of the role and services provided by local councils

Experience**Essential**

- Previous experience of managing staff, preferably in a café, catering or hospitality setting

Desirable

- Previous experience of working in a café or restaurant
- Previous experience of carrying out health and safety checks for catering equipment
- Experience in using staff logging system, for example, BrightHR

Technical and Applied Skills**Essential**

- Excellent interpersonal, verbal and written communication skills
- Good organisational skills
- Good numeracy skills
- Ability to explain matters simply to customers
- Ability to manage priorities and work generally
- Ability to work on own initiative with minimum supervision
- Basic IT skills

Desirable

- Understanding of GDPR - confidentiality and handling personal information

Personal Specification**Essential**

- Be flexible and willing to work shifts or unsociable hours when required
- Be a team player
- Have a desire to learn & grow and undertake appropriate training
- Be able to stay calm when under pressure
- Be confident and assertive in appropriate situations
- Have a 'can do' attitude, along with energy and enthusiasm