

## **JOB DESCRIPTION**

### **Part- Time Café Manager Red Lodge Lightwave Hub (0.6 FTE)**

#### **PURPOSE**

Red Lodge Lightwave is part of a Suffolk wide project from the Church of England in Suffolk to reach out to people on rural areas and help them to flourish.

The role will include personal contact and witness alongside developing engaging communications.

We are looking for someone who is excited by Christian faith with managerial experience in catering . You will be a self-starter of sound judgment, who is able to identify and respond to emerging needs of different audiences.

#### **REPORTING TO**

Rural Resource Leader Red Lodge

#### **ROLE**

**To lead the management of the Café in the delivery of Lightwave's vision for Red Lodge and the nearby villages.**

#### **RESPONSIBILITIES**

- Manage all aspects of the Lightwave Café located at the Sports Pavilion in Red Lodge including the development of healthy menus affordable to current and evolving clients
- Identify and nurture talents among existing and potential volunteers to support the work programme.
- Follow the RRC financial guidelines and report at least monthly any income or donations personally received. Arrange with the treasurer receipts to donors or payees as requested.
- Follow the Diocese safeguarding guidelines and report to the Red Lodge Lightwave Leader any safeguarding issues other than one involving the Red Lodge Lightwave Leader, in which case referral is to be made to the Lightwave Project Manager.
- Ensure that all hygiene, health and safety regulations and requirements are followed, including first aid, during activities that you lead and any remedial action is taken immediately and reported to the RRL.
- Contribute to regular monitoring and impact assessments of the Café.
- Maintain confidentiality of all information and conversations.
- Attend meetings as required with other members of the Lightwave community.
- Pray for the work of the Red Lodge Rural Resource Church (RRC), other members of the team, and key people in cooperating organisations.

#### **Lightwave Café Manager**

- Key holder responsibilities including opening up and closing down and ensuring the café is secure at all times. Setting up and closing down the café each day.

- Plan appropriate healthy menus including seasonal foods (fresh vegetables and fruits), vegetarian & vegan options.
- Ensure that foods containing common allergies e.g., lactose, glucose, nuts intolerances are rigorously identified and communicated to staff and clients
- Cook and present food prepared beforehand and food cooked at eh Sports Pavilion.
- Submit food, beverage and cleaning materials orders to cover the cafes and other activities to the Hub Leader to maximise cost savings and reduce food wastage
- Report on a weekly basis, or as otherwise agreed, to the Hub co-leader on all relevant issues or general concerns.
- Attending team meetings
- Commitment to obtain advanced Basic Food Hygiene and Health & Safety certification.
- Oversee the front of house volunteers, and coordinate with the kitchen volunteers
- Manage volunteer rotas alongside the Lightwave Co-Leader
- Cash handling, float management and till reconciliation daily. Train volunteers on till operations, and implementing till and pricing updates with the Goodtill software. Prompt and accurate cashing up at the end of the day, and transfer of money into safe.
- Immediately inform the line manager of any financial issues that arise whilst working.
- Set up and set down Café trolleys, furniture and equipment for each themed café
- Clean and maintain kitchen, counters, and equipment daily when café is open
- Food prep before café opens
- Supervise volunteers and ensure hygiene and training for all volunteers are kept up to date
- Promote and signpost clients to other Lightwave meetings

### **KEY CONNECTIONS**

Red Lodge Lightwave co-leader

Sports Pavilion Employees

Red Lodge Treasurer

## PERSON SPECIFICATION

**Note:** In accordance with the equality act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian as the post holder will be required to represent the Christian religion in relation to the mission of the project.

### QUALIFICATIONS/KNOWLEDGE AND EXPERIENCE

ESSENTIAL	DESIRABLE
Practicing Christian with good understanding and knowledge of the Christian story in the Bible	
Demonstrable experience of creating menus, ordering and maintaining adequate stocks and ensuring high levels of hygiene and cleanliness	
Preparation and cooking of a range of healthy low cost meals	Experience of a church ministry role involving encouragement of families and vulnerable people
	Personal experience of leading new people to faith and ongoing discipleship

### SKILLS AND ABILITIES/ APTITUDES

ESSENTIAL	DESIRABLE
Good organizational skills including ordering and managing stock.	
Active listening skills	Experience of Small Missional & Ecclesial Groups
Understanding of cultures of vulnerable people	
The ability to work in a team and contribute to training and coaching of volunteers	

### WORK RELATED PERSONAL QUALITIES

ESSENTIAL	DESIRABLE
Person of prayer, committed to personal discipleship and growth	Passionate about rural issues
Passionate about hospitality	
Creative and well-organised self-starter	
Resilience and flexibility to work with different people in the team and in volunteer groups	

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Personally approachable, enthusiastic and friendly	
Enjoys working with others as part of a team.	
Values community as the context for Christian growth and evangelism and embraces the Lightwave Community Values - All Involved, Becoming Disciples, Creating Community, Doing Evangelism, Encountering God	
Committed to Diocesan and Lightwave work values of respect, support, transparent and quality	

## **GENERAL INFORMATION**

### **About Us**

The Red Lodge Lightwave Hub is part of the Diocese of St Edmundsbury & Ipswich, which has 445 parishes in 129 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

You would be employed by the Diocesan Board of Finance which serves and supports all our churches and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Salary	The post is pro rata at Band D Point 1-2 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales currently (FTE £24,462 – £25,629)
Term	Fixed three year contract
Pension provision	If eligible Membership of the Church of England Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Part-time 21 hours pw (0.6 of FTE 35 hours per week) Thursday, Friday and Saturday. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas (Pro-rata for part-time)
Probation Period	Three months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 month.
Place of work	The post holder will be required to travel, using their own car.  The office base will be at Lightwave Café Red Lodge Sport Pavilion, Red Lodge
Other	Subject to confirmation: appointment to the post will be subject to an unblemished enhanced DBS check

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required.

The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

**For an informal conversation please contact:** Diane Grano, Leader, Lightwave Red Lodge 07403 210793

**Application packs available from:** The Lightwave Community and Red Lodge Hub websites

<https://lightwave.community/job-vacancies>

<https://www.lightwavemission.org/>

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

**Applications marked 'Confidential Application' to be sent to:** HR Manager at HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Closing Date for Applications:** 5pm, Friday 14th October 2022

**Interview Date:** TBD likely to be around 21st October 2022