

PERSON SPECIFICATION

JOB TITLE: Community Cafe Manager



The Community Café Manager will need to have a positive attitude towards ageing and be self-reliant, energetic with the ability to work in a busy environment. They will also need to have strong people skills and a commitment to helping older people.

ESSENTIAL

- Ability to work unsupervised with previous experience of supervising others
- Excellent organisation skills as the continued success of the centre will depend heavily on the postholder
- Level 3 Food Hygiene Qualification or willingness to complete the supervising food safety course
- Previous experience of working in the food service industry
- Excellent Ability to work well with other people
- Good team leadership skills
- Good knowledge of Excel
- Patient and understanding nature with a high level of respect for others
- Flexible and reliable
- Understanding of confidentiality
- Good problem-solving skills
- Knowledge of either working as, or working with volunteers

DESIRABLE

- Excellent verbal and written communication skills
 - Previous experience of working with elderly people
 - Experience of stock control and record keeping
 - Experience of working within a health background
 - Experience of managing a café or community centre
 - Experience of organizing fundraising activities
 - Previous responsibility for health and safety, fire, and food hygiene
 - Track record of service development
 - Ability to communicate in Welsh
 - Ability to drive and have access to a car
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REMUNERATION

- £12.67 per hour (£13,840.11 per annum)
- 26 days annual leave (pro-rated to hours worked) plus bank holidays
- Permanent
- 21 hours per week across a minimum of 4 days