

The Sheffield Royal Society for the Blind

Job Description – Café Manager (Rotherham Sight and Sound, Ship Hill Rotherham)

Hours:

Monday to Friday 9:30am to 2:30pm. Additional hours may be required to cover other events occasionally held at our Ship Hill Centre.

Salary:

£15,600

Background Information:

Sheffield Royal Society for the Blind provides a range of services and facilities to support people with sight loss in Sheffield and people with sight loss and/or hearing loss in Rotherham. Our services in Rotherham are delivered under the name of Rotherham Sight & Sound. Our overarching aim is to promote people's independence through advice and subsequent referral to other services, both our own and other agencies.

Duties & Responsibilities:

Working independently, to carry out all duties associated with running our café at Rotherham Sight & Sound in Rotherham which will be open to clients, their guests, staff and volunteers, serving a variety of food, snacks and refreshments.

Specific duties will include, but are not restricted to:

- Working with the Management Team to develop a simple menu with a range of hot and cold foods to suit all tastes.
- Preparing and serving a variety of hot/cold drinks.
- Preparing and serving foods such as sandwiches, paninis, toasties, jacket potatoes etc.
- Dealing with card/cash payment.
- Management of café stock, its rotation and control. Specifically to include out of date food disposal from freezer, fridge and food chiller on a daily basis. (Ordering of new stock).
- Supervision of volunteers if assisting with serving.
- Cleaning and sanitation of the café area including the café seating area floor, tables, chairs etc at the end of each day.
- Clearing of all crockery from the café before the end of shift.
- Specific emphasis on the daily café cleaning schedule which is monitored and signed off by a member of the Management team.

- Undertake appropriate training as and when required, some of which will be Health & Safety related and some of which will be skills related such as food hygiene.
- Other ad-hoc duties as may be required from time to time.

Person Specification

E = Essential Requirement
D = Desirable Requirement

Experience and Qualifications	E or D
Have previous experience in a modern café or similar catering establishment.	E
Have excellent customer service skills including a pleasant personality and patience, sympathetic to the specialist needs of our customers.	E
Basic Food Hygiene Certification	E
Have good numeracy skills in order to manage takings.	E
Willing to undertake any necessary training to develop their role.	E
Ability to work on own initiative and as part of a team	E

All Staff are required to:

Understand and comply with all relevant legislation and SRSB's policies and procedures, including data protection, safeguarding and health & safety.

Confidentiality of information relating to clients, volunteers and staff is of paramount importance.

To bring to the attention of the Operations Manager any serious problems or areas of concern

Work as part of a team for the benefit of our clients. Staff are expected to be conscientious, adaptable and flexible in their duties.

Actively promote the work of SRSB as an independent charity for the provision of help, support and services in various forms for the benefit of our clients.

Undertake appropriate training as and when required, some of which will be Health & Safety related and some of which will be skills related.

Benefits:

Life Assurance

All staff are covered under a life assurance policy for twice their annual salary. However, please note that this is not a contractual obligation and whilst we have no intention of removing this benefit the Charity in its sole and absolute discretion reserves the right to discontinue, vary or amend the scheme (including the level of your cover) at any time on reasonable notice to you.

Pension

You will be auto enrolled in SRSB's staff pension scheme immediately subject to you meeting the relevant criteria in terms of age and earnings. If you are auto enrolled you will contribute 5% of your gross earnings (plus employer contribution 3%). If you wish to contribute over and above this percentage you may do so, but SRSB will not match this extra contribution.

Holidays

23 days pro-rata per annum plus 9 days statutory/customary holidays. 3 days must be reserved for the Christmas/New Year shutdown. Additional holiday entitlement starts to accrue after 3 years' service. Our holiday year is 1st January to 31st December, holiday entitlement accruing pro-rata throughout the year.

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Registered charity number: 1047257