



Job Description

Job title	Café Manager
Reporting to	Centre Manager
Staff responsibility	Café/Centre Assistants
Location	Mary Jones World, Bala

What we do

We are a Christian charity on a mission to offer the Bible to the world.

Mary Jones World is a missional heritage centre that tells the story of Mary Jones and Thomas Charles, and the impact of the world's bestselling book – the Bible – on Wales and the world. The centre is based at St Beuno's Church, which has been sensitively redeveloped using traditional materials. The site has been a place of Christian worship for more than 1,500 years and has strong links with the British and Foreign Bible Society, which Revd Thomas Charles helped establish in 1804. Thomas Charles is one of a number of notable figures buried in the churchyard. Mary Jones World was officially opened on Sunday 5 October 2014 by Leta Jones, the great-great-great-granddaughter of Thomas Charles.

For more information, visit bydmaryjonesworld.org.uk

Summary of role

The Café Manager will oversee all aspects of café operations. This will include preparing high-quality food and drink items, ensuring the appropriate EHO procedures and policies are in place, managing staff and managing inventory and stock. The Manager will also be responsible for preparing a menu and sourcing suppliers.

This role will cover the hours of 9am to 5pm, 5 days a week. However, the Manager will need to be flexible with hours in order to facilitate additional special events and bookings.

Main responsibilities

Prepare great-tasting food for customers, well presented every time. Streamline work from back to front of house.

- Have a passion for catering and cooking food from local high-quality produce
- Ensure relevant EHO and COSH paperwork is in line with relevant legal obligations
- Work alongside management to prepare a menu which is cost-effective and uses local suppliers
- Use Standard Operating Procedures to produce high-quality, well-presented menu items
- E Ensure food preparation and kitchen management meet necessary EHO requirements
- Have an awareness and understanding of food allergies for all customers
- Undertake a weekly stocktake and record data
- Keep food wastage to a minimum and record wastage each week
- Ensure all food preparation areas are clean at all times, as determined by law and company policy
- Ensure all kitchen equipment – fridge, microwave, cooker, dishwasher etc – is maintained well and safely operated at all times

- Efficiently serve all types of menu items – e.g. sandwiches/jacket potatoes/panini and drinks – in a timely and professional manner
- Wide-ranging cleaning of the kitchen to food hygiene standard
- Complete all administration paperwork accurately, e.g. temperature charts, cleaning records, stock, wastage records, etc
- Ensure all food rooms and equipment are maintained to a high standard of hygiene

General

- Adhere to our policies and standards in all areas of your work
- Carry out ad hoc duties that may be required to ensure we maintain our effectiveness
- Participate fully in the corporate life of Bible Society, by attending All Staff Meetings and departmental meetings as required

Who we need

Qualifications

- Level 3 Food Hygiene
- Food allergy certificate

Experience

- Previous experience of dealing with food preparation in a commercial kitchen or hospitality venue, or relevant hands-on experience
- Previous experience of preparing menu items to a high standard
- Proven experience of handling money, giving customers change and cashing up the till at the end of the day

Skills

- Excellent customer service and interpersonal skills
- Ability to work collaboratively in a small team but also work on own initiative
- Proficiency in Welsh and English is highly desirable
- Ability to proactively keep busy at all times, working through a 'to do' list

Personal attributes

- Duties will require working during weekdays, weekends, bank holidays and special events from time to time
- Ability to work within government guidelines and have excellent hygiene standards
- 'Happy to help' attitude with every person who visits the centre and café
- Willingness to undertake relevant training to ensure the successful and safe operation of Mary Jones World
- A passion for food and for ensuring that customers enjoy what they are served

Culture and character

Culture

We are committed to building on our unique culture, which is based on an inclusive Christian faith and positive management and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

Prayerful – we're honest, attentive and humble, because we work in the sight of God

Imaginative – we're experimental, creative and dynamic, because we're made in the Creator's image

Bold – we're willing to work hard and face hard questions, because we trust each other

Skilful – we study, learn and practise, making the effort to serve others with our best

Joyful – we enjoy our work and seek to build others up, because we're designed to flourish together

Character

As well as recruiting for talent, experience and expertise we are also very interested in the character of our staff and would like to know how you demonstrate the following:

Character for leadership – you will be self-aware and know what it takes to connect well with others, which will enable you to inspire, challenge and support them.

Character for teamwork – you will demonstrate strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

Character for followership – you will recognise our organisational structure, vision and mission and will constructively and proactively support these so we operate effectively.

Bible Society

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