

Ruchill Kelvinside Parish Church

Job Description: Tearoom Manager Mackintosh Tearoom

Aims and Objectives of the Post

To complement the work of the Community Outreach Team by using the Tearoom as a means of reaching out to the community with the object of improving the conditions of life for the persons for whom the tearoom and its activities are primarily intended.

Location

15-17 Shakespeare St., Glasgow G20 8TH

Salary

£10.50ph

Job Type

16 hours per week.

Responsible To

Line Manager, and through Line Manager to the RKPC Trustees

Main Function

To prepare and serve attractively presented meals and snacks. To interface with the community in a way that promotes the ideals of the Christian life.

Job Description

- The Tearoom Manager will be responsible for cooking, cleaning, purchasing, accounting, banking, setting prices, food hygiene and health and safety.
- The Tearoom Manager will co-ordinate and train Tearoom volunteers.
- The Tearoom Manager will offer a listening ear and, where appropriate, onward referral to those who arrive at The Tearoom looking for assistance.
- The Tearoom Manager will support the work of the Mainly Music group and will use their own initiative to grow the work of the Tearoom.
- The Tearoom Manager will be part of the Community Outreach Team and attend regular meetings, as well as training activities as and when required.

- To undertake any other duties as may reasonably fall within the parameters of the parameters of the post as delegated by the Line Manager.

Person Specification

	Essential	Desirable
Qualifications/ Education	This post requires you to be a member of the Protecting Vulnerable Groups (PVG) Scheme. The successful applicant will possess or be willing to undertake the necessary vetting checks to secure PVG Scheme membership.	This post requires Food Hygiene Certification. The successful applicant will possess or be willing to secure such qualification. First Aid Elementary Health and Safety
Knowledge / Skills/ Training	Excellent people skills including the ability to listen well and make people feel at ease. Good networking skills, including the ability to negotiate with partner agencies. Good cooking/baking skills. Ability to manage staff and volunteers. Ability to deal with volatile customers. Good numeracy and inventory skills. Excellent admin skills, including computer.	Knowledge of the benefits system. Knowledge of the voluntary sector. Knowledge of the wider workings of the church. Grant writing.

<p>Experience</p>	<p>Experience of working alongside or managing volunteers.</p> <p>Experience in the voluntary sector.</p>	<p>Experience keeping accounts.</p> <p>Previous management experience.</p> <p>Prior experience working in urban priority areas or with people living chaotic lifestyles.</p> <p>Experience working with health and social work agencies.</p> <p>Kitchen management experience.</p> <p>Catering experience for large numbers.</p>
<p>Other</p>	<p>Team player.</p> <p>Flexible and adaptable.</p>	<p>Creative.</p>