

The Bridge Project Sudbury

Job Description

Job Title	Cafe Manager
Current Postholder	Aly Tampion
Location	The Bridge Project Sudbury – Brundon Lane
Reports To	Chief Executive
Responsible For	All Brundon Lane catering and front of house staff
Hours of Work	40 hours per week
Times of Work	Over 7 days by rotation (5 days a week) 7.30 am to 3.000 pm; 30 minutes break, there is a requirement to work flexibly depending on the needs of the catering operation
Salary	£21,000 per annum
Annual Leave Allowance	25 days per annum plus bank holidays
Purpose of Job	To oversee the day to day operations of all aspects of the catering operation at Brundon Lane

Key Responsibilities

1. To be part of the organisation's management team, proactively participating in and contributing to maintaining high standards in all areas and safe day-to-day management of the organisation.
2. To ensure all aspects of the catering operation run efficiently and cost-effectively.
3. Ensure that catering services deliver maximum potential income for The Bridge Project to protect the long-term financial security of the charity.
4. To lead and direct and catering and delivery staff
5. Manage catering activities within an agreed budget.
6. Ensure Café is well presented and efficiently run; products and services are of the highest standard.
7. With Catering team ensure processes are in place for setting menus; ordering and rotating stock.
8. Undertake and oversee all aspects of food production.
9. Ensure efficient lunch delivery processes are in place including Driver rotas and reports for Finance Officer.
10. Create Catering team weekly and holiday rotas.
11. Work with fund raising staff/volunteers on any catering or operational support needed.
12. To develop departmental staff through on-job training and coaching.
13. To work with other managers in delivering and maintaining all aspects of Student Safeguarding.
14. To work as part of the management team in maximising funding opportunities in all forms for The Bridge Project.
15. To develop and promote a variety of channels for communication with and between

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- departments and colleagues.
- 16.To recognise the value of The Bridge Project’s clients, build good relationships and encourage them to make a positive contribution to the organisation.
- 17.To promote the equality, diversity, rights and responsibilities of individuals.
- 18.To carry out other relevant duties as required by the Chief Executive or Board of Trustees.

Responsibilities General to All Bridge Project Staff

Flexibility of Role	The above represents the key duties of the staff member. In addition the postholder will undertake any additional tasks assigned to them by a member of the Senior Management team in order to support the day to day running of The Bridge Project.
Flexibility of Location	The postholder may be required to work at alternative locations according to The Bridge Project’s needs.
Confidentiality, Data Protection, Freedom of Information and Computer Misuse:	All staff must ensure confidentiality and security of information dealt with in the course of performing their duties. They must comply with and keep up to date with The Bridge Project policies and legislation on confidentiality, data protection, freedom of information and computer misuse.
Communication:	All staff should commit to communicating with all clients and colleagues to the highest professional standards.
Health, Safety, Security and risk management:	All staff are required to adhere to and act consistently with all relevant health and safety legislation and The Bridge Project policies and procedures in order to ensure that their own and the health, safety and security of others is maintained. This will include identifying and reporting all risks to health and safety, security of equipment and property, use of necessary safety devices and protective clothing.
Equality and Diversity:	All staff are required to actively promote The Bridge Project’s commitment to equality and diversity by treating all clients, colleagues and visitors with dignity and respect and comply with related policies.
Mandatory, job related training and Continuous Professional Development:	All staff are required to take a proactive approach to their own personal development in order to ensure that skills are aligned to the demands of the role as it evolves and develops to meet The Bridge Project’s changing needs. This will include full participation in any Bridge Project personal reviews.

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Safeguarding children and vulnerable adults:	All staff have a responsibility for protecting, safeguarding and promoting the welfare of children and vulnerable adults.
Associated Responsibilities:	Those roles which are dependent upon the postholder possessing a full UK or EU driving licence may be subject to review if the postholder subsequently loses their driving licence.