



**St John's Methodist Church
Ponderlaw Street
Arbroath**

Café Development Manager

St John's Methodist Church has just completed a major refurbishment of our worship area and have also created a fully equipped kitchen and café space.

We are currently seeking an experienced and enthusiastic **Café Development Manager** to help set up the kitchen to a required standard and lead the running of the café. This is an exciting opportunity for someone with a love for coffee, food, and delivering outstanding service to customers.

Role Overview:

As our **Cafe Development Manager**, you will be responsible for overseeing the set-up and initial operations of the Totum Kirkie Cafe, ensuring an exceptional food and beverage service throughout the day. This includes managing our coffee and food offerings, maintaining high standards of quality and customer service, and leading a team of volunteer baristas and café staff. Your role will be critical in creating a welcoming atmosphere for our customers, all while ensuring smooth operations and efficiency during the daytime hours.

Key Responsibilities:

- **Café Management:** Set up and oversee all aspects of the café's daytime service, ensuring that every customer receives top-quality food, coffee, and service.
- **Food & Beverage Management:** Lead the café's menu offerings, including specialty coffees, pastries, sandwiches, and light bites. Ensure food and drink quality is consistently high and up to our brand standards.
- **Team Leadership:** Manage, train, and develop a team of volunteers. Foster a positive, efficient, and collaborative working environment.

Initially the post will be for 20 hours per week, worked over 3 days.

Salary: £28,428 per annum FTE. **Start date:** December 2024

As the café is an integral part of the church and you will often be the only employee on the premises, it is essential that you are familiar with the ethos of the Methodist Church and would be able to sensitively support and refer someone who needed to speak with a church representative.

For an application pack, please contact Sue Marshall-Jennings, Local Lay Pastor on totumkirkie.arbroath@gmail.com **Closing date for applications:** 18th December 2024.