

We exist to love God, love people and see lives and communities transformed.



THE KING’S CHURCH MID-SUSSEX JOB DESCRIPTION

ROLE DETAILS			
Job Title:	Saturday HOME Coffee House Manager	Date	21.09.2023
Responsible For:	The running of HOME Coffee House on a Saturday, from 8am – 4pm	Closing Date	22.10.2023

Job Purpose:	Oversee the operations of HOME Coffee House on a Saturday.
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KEY DUTIES AND RESPONSIBILITIES	
HOME Coffee House Team	<ul style="list-style-type: none"> • Opening the building & café, preparing it for the day ahead • Be the main point of contact for hirers using the building • Lead a small Coffee House Team • Serving customers and taking orders • Continue to cultivate a culture that reflects the values of The King’s Church Mid-Sussex • Preparing and serving hot and cold drinks such as coffee, tea, artisan and speciality beverages • Preparing hot & cold food for customers • Receiving and processing customer payments • Closing-down the café, cashing up & cleaning down areas • Uphold all safeguarding principles as outlined in the Safeguarding Policy • Making sure the reception area, toilets and café space are clean and tidy ready for Sunday • Cleaning and sanitising work areas seating areas, utensils and equipment • Locking up the main building

PERSONAL CHARACTERISTICS REQUIRED FOR THE ROLE	
Quality	Description
Leadership Skills	<ul style="list-style-type: none"> • Experience in managing and leading others • Excellent communicator
Communication Skills	<ul style="list-style-type: none"> • Great communication skills • A happy, friendly personality • Customer service skills and knowledge

Organisational Skills	<ul style="list-style-type: none"> • Organised and thorough • Excellent attention to detail • Sees projects through to completion
Personal integrity	<ul style="list-style-type: none"> • Hard working • Enthusiasm to develop your skills and knowledge • Adaptable to change and willing to embrace new ideas and processes • Ability to work unsupervised and deliver quality work • Positive and approachable manner • Team player qualities

The King's Church is committed to the safeguarding of Children and Adults at risk of harm and expects those who work/volunteer with us to hold the same high values.