

Role	Café Shift Manager
Responsible to	Café Manager
Key Responsibilities of the Role (tasks to be undertaken)	
<p>Prepare and cook fresh food.</p> <p>Prepare multiple simple orders quickly and correctly. Maintain a calm composure throughout service.</p> <p>Effectively portion control to avoid wastage.</p> <p>Keep a sanitised and orderly environment in the food preparation areas.</p> <p>Provide high standards in all aspects of food service and presentation.</p> <p>Understand and follow food allergy procedures and be able to answer customer questions</p> <p>Manage product storage, labelling and rotation</p> <p>Undertake the cleaning of the kitchen and surrounding areas and also of equipment.</p> <p>Ensure that all kitchen equipment is properly maintained and that defects are reported promptly to cafe manager or operations manager.</p> <p>Comply with food hygiene safety and maintain paperwork as recommended by Safer Food Better Business guidelines.</p>	
Any arrangements for induction, training & support	
<p>Café induction to be completed prior to starting role.</p> <p>Church of England Safeguarding training (online) to be completed within 1 month of starting role.</p>	
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)	
<p>PPE Café apron to be provided and worn during service.</p>	

Role to be reviewed	September 2024
The role is eligible for a criminal record (DBS) check which is renewable every five years	Yes
Level of criminal record (DBS) check which is required for this role	Basic
Date DBS completed (not to start role until check complete)	

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Bishop's Safeguarding Adviser (BSA) or Assistant BSA.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.