

Job Description

Café Manager, Walnut Tree Cafe

Reports to: Centre Manager

Location: Sands End Arts & Community Centre, Peterborough Road, Fulham, SW6 3EZ

Salary: circa £30k

Hours per week: 37.5 including weekends (on a rota basis)

Direct Reports: café assistants and volunteers

Overview of the Role

The trustees of the new Sands End Arts & Community Centre (SEACC) in Fulham are looking for a café manager to take on the challenge of running our Walnut Tree community café, which opened in February.

The café is situated in our award-winning building and has indoor and outdoor seating areas. The right candidate will, ideally, have two years' experience, be entrepreneurial in attitude and have a creative approach towards building up the café's offer and reputation to help make it a destination for Fulham locals. All profit from the café is ploughed back into SEACC.

Key Tasks and Responsibilities

- Lead and develop a small team of staff and volunteers and work hard to deliver outstanding customer service to all visitors to the café.
- Drive sales, oversee stock ordering, deliveries, and budgetary controls.
- Consistently and proactively review financial and operational performance and ensure the achievement of all business and financial targets
- Identify and develop new business opportunities
- Develop and maintain excellent working relationships with suppliers and other key local contacts
- Prepare and serve a healthy and varied menu

- Ensure compliance with all statutory and regulatory requirements regarding Health and Safety and Hygiene Regulations.
- Contribute to and support the café's marketing activities
- Coordinate bespoke catering arrangements
- Complete ad-hoc duties and tasks as requested

Person Specification
Specific Requirements Eligibility to work in the UK Enhanced DBS
Skills, qualifications and experience:
Essential <ul style="list-style-type: none"> • Previous experience (minimum of two years) in a supervisory or management role ideally in a hospitality and customer facing environment • Experience of managing suppliers and contracts • Financially aware and able to deliver to budget • Experience of creating and delivering interesting and diverse menus • Excellent organisational and time management skills • Excellent supervisory and communication skills • Level 3 or 4 food hygiene certificate • Excellent verbal & written communication skills • Excellent numerical skills • Excellent interpersonal skills • Working knowledge of MS office Desirable <ul style="list-style-type: none"> • Experience of managing small catering events • Demonstrable interest in working in a charitable community setting
Key Behaviours:
<ul style="list-style-type: none"> • Customer focused and driven with a can-do attitude • A positive and pragmatic approach to work • Can work well within a team and independently • Flexible & adaptable to changing needs and priorities • Accountable and willing to take responsibility • Willing to show initiative • Committed to upholding organisational Health & Safety procedures and operational best practice

How to apply

Please send a CV with a covering letter (maximum 1 page) highlighting how you meet the requirements of the position and what interests you about it.

All applications must be sent to welcome@seacc.uk with the subject heading *Café Manager Role*, no later than the 30th April. We will be interviewing candidates on a rolling basis and may close the recruitment period earlier if a suitable appointment is identified – early applications are encouraged.

If you would like an informal discussion about the role, please email and Mary McCarthy will arrange a call back with you.

The Sands End Arts & Community Centre is a charity and run by a board of trustees. Further information is on our website www.seacc.uk and on Twitter and Instagram @seaccfulham