



Chelsea and Fulham
Methodist Church

Cafe Manager Job Description

Chelsea and Fulham Methodist Church

Please send CV and covering letter to the Chelsea and Fulham Methodist Church

office@chelseafulhammethodist.org.uk

This is an exciting opportunity to manage the Heartbeat Cafe at Fulham Methodist Church on Fulham Broadway. As a church and café we want to create an inclusive environment where all are welcome and all are free to explore the Christian faith.

Heartbeat Cafe is a new expression of church in the form of a coffee shop. We aim to be one of the best coffee shops in South West London. As a church we want the cafe to be a place where regardless of what you believe you can belong, even if that is just by being a regular who enjoys a great cup of coffee and a slice of delicious cake. And if you wanted to you could explore issues of the Christian faith and spirituality.

Heartbeat Cafe is on a mission to provide community outreach projects supporting those in need of care and support to access barista training and eventually gain employment. It offers voluntary opportunities as part of our Give-Gain-Grown Programme. The cafe will also hosts family friendly creative craft stay and play sessions for children and family, such as Messy Play and Who Let the Dads Out. We working in partnership with local organisations to provide a Cafe Lounge venue space for live gospel and enriching entertainment.

The role

The role of the Café Manager is to manage the day-to-day running of the cafe as well as to champion our core mission and values of Chelsea and Fulham Methodist Church.

The Café Manager should be passionate about ensuring the café is run to the highest of standards, including providing excellent coffee and a welcoming and friendly atmosphere for customers. The Café Manager should be proactive in looking for ways to creatively progress and improve the café.

Other key responsibilities are

- understand financial targets and budgets
- manage baristas, including recruitment, training and coordinate monthly rotas for volunteers
- coordinate community outreach events held in the café
- manage the relationship between the café and suppliers
- making an effort to learn about the cafe industry and current trends, particularly in the local area, to better accommodate customers.
- understand and advance the church vision to build community by actively engaging in meaningful conversations with customers and encouraging baristas to do the same.



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Also, there is an occupational requirement for the Café manager to be pursuing an intimate relationship with Jesus Christ and to be a practicing member of a church.



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Job Requirements and Abilities:

Essential

- Good organisational and managerial skills
- Commitment to good customer service
- Desire to learn and achieve excellence within the coffee industry
- Strong interpersonal and communication skills
- Ability to work successfully as part of a team whilst under pressure
- Maintain a positive morale and professional attitude
- Ability to handle multiple tasks at one time
- Ability to take initiative
- Willingness to work varied hours/days based on business needs
- Ability to handle and lift items weighing between 0-50 pounds
- Proof of eligibility to work in the UK

Desirable

- Experience of managing staff and/or volunteers
- Experience working in the catering or coffee industry
- Food hygiene certificate

Please note that, whilst we appreciate all interest in our work, due to capacity constraints we are only able to respond to applications of individuals invited to interview. Thank you for your understanding.

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