

COMMUNITY CAFÉ BARISTA



POST: Community Café Barista

Thank you for your interest in this role at Acomb Methodist Church and for requesting further information for the above vacancy. I am pleased to enclose an Application Pack which contains the following information:

Job Description and Person Specification

Application form

Equality and diversity monitoring form

If you wish to make an application, please complete the form and return it to minister Rev Andy Lindley by **5pm** on the closing date which is **18th October 2019**. Should you wish to post your completed application form, please send it to the Rev Andy Lindley, 12 Birkdale Grove, Acomb, York, YO26 5RW. For more information, please contact Rev Andy Lindley 01904 784545 revalindley@gmail.com.

It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process. Please provide specific examples that reflect how you meet the requirements of the post.

Candidates who are shortlisted will be invited to attend an interview, which will take place on **25th October, between 10am and 4pm**. If, this time would not be possible, then please advise us on application.

We will do our best to write to applicants who are not shortlisted, but if the response to the advertisement is substantial this may not be possible. In this case, if you do not receive an invitation within three weeks of the closing date please assume that on this occasion you have not been shortlisted.

It is good to have your interest in this post and we look forward to receiving your application.

Yours sincerely,

Rev Andy Lindley (Minister)

COMMUNITY CAFÉ BARISTA



Job Description for Community Café Barista

Post Community Café Barista– 5 hours per week, term-time only

Location The post is a church appointment, serving and based at Acomb Methodist Church.

Background Acomb Methodist church, is a busy, community church located on Front Street in Acomb, York. The church offers a variety of ministries, and also hosts a wide range of community activities, alongside which, over the last two years we have been running our 'Pop-up café'. The café presently runs on a Thursday afternoon, alongside the craft and chat group, and various children's groups, but primarily on Friday between 10:30am and 1:30pm, when we have a large number of toddler and children's groups. The café aims to be a safe place, a place of welcome, hospitality, and a place where relationships can be fostered, both between those who come as customers with one another and those who are part of the wider life of the church.

This role is for a key individual, who will serve, welcome, prepare and clear the cafe, alongside a rota of volunteers drawn from those attending, and the church congregation.

Purpose

To work with an existing rota of volunteers to run the Friday pop-up café at Acomb Methodist on a Friday between 10:00am and 1:30pm each week.
To take a primary role, in preparing the café at the start of the day from 10am, and to clear-up, clean and service the equipment following the end of service.
To be the primary barista, taking orders, preparing and serving the refreshments on offer and maintaining appropriate levels of hygiene and safety.

Responsible to

Fran Taylor, who will act as Line Manager behalf of the Church Council (the Employer), or any person so nominated by the church council in the future.

Relationships

Fran Taylor (Line Manager)
Lizzie Hasnip (Family Liaison)
Rev Andy Lindley (Minister)
John Bailey (Pastoral Missioner)
Café Volunteers
Local Church Council and Leadership
Local Church Members
Members of the Local Community
Other users of Methodist Church premises

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Main Duties

1. Oversee and participate in the setup of the café, in preparation for service . This includes the setting out of children's play equipment.
2. Act as the primary Barista, for serving, teas, coffees, and other refreshments as directed.
3. Welcome customers, and encourage the building of relationships with other's attending the café.
4. Clearing, cleaning and sanitizing of tables, chairs, high chairs, and floors as necessary.
5. Working with the team to clean and sanitize the crockery and utensils, throughout the service.
6. Maintaining a clean and safe servery area, including the completion of temperature and other safety checks of café equipment to a given schedule.
7. Labelling food items that are opened, and ensuring out of date items are disposed of.
8. Maintaining clear divisions on allergens, and 'free-from' items, to ensure no cross contamination, and communicate these to café customers.
9. Overseeing the hygiene and food safety practices of the café volunteers.
10. Receive and process customer payments. Cashing up at the end of service and ensuring any cash is secured.
11. Oversee and participate in the clear-up, and clean-up, of the servery, tables, chairs, and dais at the end of the café service, including clearing the children's activities and maintenance cleans of barista equipment.
12. Oversee stock levels of food items, and cleaning equipment and communicate needs to the church caretaker.

OTHER DUTIES:

- a. When requested, offer training to new volunteers.
- b. If required – to attend occasional meetings to review the running of the café.
- c. Any other duties, identified by your line manager, within your capabilities and level of responsibility, in order to fulfil the work of Acomb Methodist church.

Supervision

The Barista will report to Fran Taylor, who will act as line manager, or an identified person directed to act in this capacity by Acomb Church Council.

Hours of Work

This post will initially be 5 hours per week, during the 39 weeks of term-time between school holidays. At present these would be on a Friday, but this may be subject to change in the future, if the pattern of the church's use changes. Any long term change to the working pattern would be discussed with the role holder with at least one month's notice.

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It is possible, that if the café continues to be successful, and sufficient volunteers can be recruited that these hours may increase.

Some flexibility in working hours may be required. On occasion the café is cancelled due to a funeral, or significant event in the church, or the café is opened earlier, or run slightly later to best coincide with other church users. In such instances, the line manager and Barista would discuss alternate arrangements to make up the hours.

Overtime is not usually payable. If you are required and willing to work hours in excess of your normal working week, you will be entitled to take time off in lieu on an equal time basis, as agreed with your Line Manager. In exceptional circumstances overtime may be paid with agreement of your Line Manager.

Policies and Procedures

As a member of staff at Acomb Methodist church you are expected to follow the York Circuit Policies and Procedures, copies of which will be provided with the contract.

Remuneration

The starting salary for the 5 hour per week post is £9.00 per hour (Living Wage *as of June 2019*). We plan to pay this weekly, over 52 weeks, although the post itself will be term-time and, therefore, 39 weeks.

Salaries are reviewed on an annual basis, at the time of annual appraisal.

All reasonable expenses will be reimbursed excluding travel from home to the church.

(Travel reimbursement will be at the rate advised by the Methodist Church from time to time).

Location

The role will be hosted on the Acomb Methodist church premises.

Holiday Entitlement

25 days per year pro rata excluding bank holidays.

Details are specified in the terms and conditions of employment.

Training Allowance

Up to one week per year (pro-rata) for training agreed with the Line Manager. If appropriate, further training can be undertaken in negotiation with your Line Manager. Some additional funding may be available from the Church and Circuit Training Funds to support this.

The applicant will be expected to attend Day 1 of the District Lay Employee induction program, usually in October, and if not yet held, attend the relevant Safeguarding Foundation Module. Additionally, as a lay worker you would be expected to attend the leadership Safeguarding module.

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The applicant is required to hold a Level 2 Food Safety Certificate, and to maintain this on an ongoing basis.

Sick Pay

Entitlement in accordance with the terms and conditions of employment.

A Lay Employee who is absent from work by reason of ill health will be entitled to receive up to occupational sick pay, less any statutory sick pay entitlement, for the following periods. The period should be considered in terms of a rolling year. Extensions of sick pay are made at the employer's discretion.

| | | |
|------|-----------------------------|---------------------------------------|
| i. | After 6 months up to 1 year | 1 month full pay |
| ii. | 1 year to 2 years service | 2 months full pay + 2 months half pay |
| iii. | 2 years to 10 years service | 4 months full pay + 4 months half pay |
| iv. | After 10 years service | 6 months full pay + 6 months half pay |

Staff who work part-time will receive sick pay on a pro-rata basis.

Pension

The Church is willing to contribute to a pension scheme and will match your contributions up to a maximum of 6% . For this part-time role, with limited hours, you would not be automatically enrolled in a pension scheme, but can request to do so.

Probationary period

The appointment is subject to the completion of a satisfactory probationary period of 3 months, a satisfactory DBS check, the completion of the Creating Safer Space Foundation and Leadership Modules and holding a Level 2 Food Safety certificate.

References

The appointment will be subject to satisfactory references.

Faith

There is no requirement for the holder of this post to be a Christian, but we would ask that the applicant be in sympathy with the aims and ministry of the Methodist church.

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Person Specification for Pop-up Café Barista (5 hour post)

Job Title: Café Barista
 Employing Body: Acomb Methodist Church
 Location: Acomb Methodist Church

| Attributes | Essential | Desirable | Method of Assessment |
|---------------------------------------|---|--|-----------------------------|
| Education & Training | <i>Good understanding and use of written and spoken English.</i> | | <i>A/I</i> |
| | <i>Food Hygiene Certificate Level 2</i> | <i>Food Hygiene Certificate Level 3 +</i> | <i>A</i> |
| | | <i>Allergen Awareness Training</i> | |
| | | <i>First Aid Certificate</i> | |
| Relevant Experience | <i>Previous experience in preparing and serving hot and cold drinks in a relevant environment.</i> | <i>Experience and training as a Barista.</i> | <i>A/I</i> |
| | <i>Experience of accurately and efficiently handling cash.</i> | <i>Experience in electronic payment systems.</i> | <i>A/I</i> |
| | <i>Experience of working in a team</i> | <i>Experience of working with a team of volunteers.</i> | <i>A/I</i> |
| Special Knowledge & Skills | <i>Ability to motivate self without direct supervision</i> | <i>Ability to support and coordinate volunteers</i> | <i>A/I</i> |
| | <i>Clear and confident communication skills and able to communicate with diverse people at all levels.</i> | | <i>A/I</i> |
| | <i>Effectively manage own time.</i> | <i>Effective planning, organisational and delegation skills.</i> | <i>A/I/R</i> |
| | <i>Excellent customer service skills</i> | | <i>A</i> |
| | <i>Ability to deal with issues, or disputes between individuals or groups in a diplomatic, professional and confidential manner both verbally and in writing.</i> | | <i>A/I</i> |

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| Attributes | Essential | Desirable | Method of Assessment |
|---------------------------------------|---|---|-----------------------------|
| | | <i>Knowledge of the Methodist Church and its structures and systems</i> | <i>A/I</i> |
| Special Qualities or Aptitudes | <i>Friendly and approachable.</i> | | <i>A/I</i> |
| | <i>Confident and assertive.</i> | | |
| | <i>Reliable and committed.</i> | | |
| | <i>Unflappable during busy periods and when faced with challenging situations.</i> | | |
| | <i>Professionally and smartly presented.</i> | | |
| | <i>Understand and be in sympathy with the aims and work of the Methodist Church as embodied in Our Calling and Priorities for the Methodist Church.</i> | <i>A practicing Christian.</i> | <i>A</i> |
| | <i>Flexibility in performing duties to achieve objectives</i> | | <i>A/I</i> |

Key to Methods of Assessment:

A – Application form; I – Interview; R = References