



Olive Branch Cafe

Bennochy Church Community Hall

Elgin Street

Kirkcaldy

Fife KY2 5HR

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## Café Manager

Thank you for your interest in the above position. Our application pack consists of:

- Job description
- Person specification
- Application form
- Notes on completing your application
- Church of Scotland Equal opportunity policy statement

On request, this pack can also be made available to you in languages other than English.

All applicants need to show us how they meet the person specification.

You are advised to read the notes before filling in the application form. Wherever possible please complete and return your application form electronically, however we will accept handwritten applications.

### **Completed application forms should be returned to:**

[opendoor@bennochyparishchurch.org.uk](mailto:opendoor@bennochyparishchurch.org.uk) or The Session Clerk, Bennochy Parish Church of Scotland, Elgin Street, Kirkcaldy, Fife KY2 5HR

You will receive an acknowledgement of your emailed application within 24 hours. If you have had no communication from us within three weeks of the closing date please assume that your application has been unsuccessful.

Thank you for your interest in this vacancy.

**G Drummond**  
**Session Clerk**

## **Job Description**

**Job Title:** Café Manager

**Salary:** £8.25 per hour (plus 3% pension paid by employer)

**Location:** Kirkcaldy, Fife

**Company:** The Olive Branch Community Café, Bennochy Church

**Job Type:** Temporary (6 months) Part- time 8 hours per week

**Date Posted:** 15/09/16

**Closing Date:** 10/10/16

**Responsible to:** The Open Door Project Team

**Employed by:** The Kirk Session Bennochy Church

### **Purpose of job**

Under direction from the Open Door Project team, to manage a team of volunteers including staffing rota, ensure quality and consistency of food in the community café and to control stock and a small budget.

### **Main tasks**

- Managing volunteers weekly rota to staff cafe.  
Managing, motivating and 'on the job' training a team of volunteers
- Taking reasonable care of the Health and Safety of self and others, and to adhere to Bennochy Church's Health & Safety Policy
- Ensuring due diligence is shown to food hygiene by all staff
- Ensuring kitchen and hall are left clean and tidy and waste is discarded safely
- Completing necessary logs to comply with Olive Branch Cafe house rules
- Developing and rotating menu  
Controlling food stock, ordering and paying suppliers including Cash & Carry
- Participating in support and supervision meetings, attending team meetings and undertaking training as required
- Be prepared to undertake any café duty

## **Person Specification**

### Qualifications and Education requirements

- Current REHIS Elementary Food Hygiene certificate
- Current Food Hygiene Intermediate certificate or willing to work towards this level within a reasonable time period
- Current First Aid at Work certificate or willing to work towards this

### Preferred Experience and Skills

- Strong kitchen and food skills
- Experience in leading a small team
- Excellent communication skills
- Enthusiasm and a strong work ethic
- A full driving licence and access to a vehicle
- IT competence
- Awareness of Health and Safety at Work Act
- Ability to take responsibility for own actions and make appropriate decisions without referring to others.
- Ability to remain calm and self-controlled under pressure.

## **Notes on completing your application**

### **Meeting the person specification**

This section of the application form is particularly important. When completing your application you must show how you meet the person specification rather than the job description. This is most easily done by taking each point in turn.

Remember, we can only decide to invite you for interview based on the information provided in your application.

If you are going to send us your curriculum vitae, you still need to provide information about how you meet the person specification.

### **Specific requirements**

Our equal opportunities policy includes our commitment to making reasonable adjustments to meet the needs of applicants and employees with disabilities.

### **Equal opportunities statement**

The Church of Scotland is committed to being an equal opportunities organisation. It is committed to promoting equal opportunities and preventing discrimination. This policy applies to both its service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to the Church of Scotland's Equal Opportunities Policy.

The Olive Branch Community Cafe

# APPLICATION FOR EMPLOYMENT

Your details will be treated in the strictest confidence. In order for your application to be processed, please complete all sections using **BLOCK CAPITALS**. All candidates invited for an interview will be asked to produce proof of eligibility to work in the UK.

<b>Position Applied for:</b>	Temporary Part Time Café Manager
<b>Where did you hear about this vacancy?</b>	

## Personal details

<b>First Initials:</b>
<b>Surname:</b>
<b>Telephone:</b>
<b>Mobile:</b>
<b>Email :</b>
<b>Address:</b>

<b>National Insurance number</b>	
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**Employment History** – Please detail your current and previous job history and give an explanation for any gaps in employment (paid or unpaid)

<b>Name &amp; Address of Employer (most recent employer first)</b>	<b>Job Title and Main responsibilities</b>	<b>Reason for leaving</b>

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**Education / Training**

<b>Qualification /training</b>	<b>Level/results</b>

**Your skills and experience**

Please detail any relevant skills, qualifications or qualities which you believe correspond with the person specification we have described

If offered an interview, would we need to make any adjustments in order to enable you to attend an interview? **YES/ NO**

If Yes, please give details:

If offered employment, would we need to make any adjustments to enable you to undertake your role? **YES/ NO**

If Yes, please give details:

**References** will only be requested upon offer of employment. If you are in employment, one reference must be of that organisation. Other references should include either previous employers or educational institutions.

<b>Name of referee:</b>
<b>Address:</b>
<b>Phone number :</b>
<b>Email :</b>
<b>Relationship to you:</b>

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