

Café Manager – Saints Central Job Description

Document issue date:	January 2026
Location:	Saints Nuneaton, Newdegate Street, Nuneaton CV11 4ED
Salary:	£28,000 (depending on experience), inclusive of employer NEST pension contributions at 9%. The post is initially for one-year. The contract will be rolled forward subject to availability of funding.
Hours:	35 hrs per week, Monday – Thursday, alternating Fridays and Saturdays Regular café opening hours are 930am-330pm, plus after-school opening on some days each week including occasional evening events.

Equality, Diversity and Inclusion Statement

We welcome Diversity at Together for Change

We are dedicated to employing staff with diverse backgrounds, abilities and working styles.

We understand that a diversity of ability can involve a diversity of needs.

We are committed to actively supporting all staff members to fulfil their potential.

If you have a disability, long-term illness or are neurodivergent, and feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can make for you. If you meet the shortlisting criteria, then we guarantee we will offer you an interview.

All employees undertake equality, diversity and inclusion training.

Role Profile

The primary focus of this role is to assist Together for Change: Coventry and Warwickshire (TFC) in transforming communities in partnership with the Coventry Diocesan Board of Finance.

The role will involve the support of and the capacity building of churches, people and local community groups (regardless of faith or no faith) who are tackling issues of poverty, deprivation and disadvantage through the work of the 'Saints' projects.

This exciting project is ground-breaking in its desire to impact its community and bring about the three-pronged strategy of 'Enterprise and Equip', 'Create and Connect' and 'Sport and Support'.

(www.saintsnuneaton.org) The post holder will have overall responsibility of the café provision for Saints Central and will be responsible for ensuring all food and drink provisions are delivered to a high quality and all health and hygiene requirements are met.

The Saints Central café also seeks to support young people not in education or employment and also volunteers from the local community by providing training, experience and mentoring. Therefore, the Café Manager will be working with this cohort in support of the charities wider aims.

Key Relationships

The Saints Central project is led by the charity Together for Change, in partnership with the Coventry Diocese Board of Finance.

The post-holder will be accountable to and line managed by the Saints Central Centre Manager. They will work collaboratively with the Saints

Senior Leadership Team, Saints Central staff and volunteers and the TFC Central Team.

The Saints Advisory group play a vital role in shaping the direction of the project and regular feedback to the group will be required.

The post-holder will also work collaboratively with volunteers, stakeholders, partners and agencies to ensure the smooth running of the overall project in line with charitable aims and objectives.

Training, Monitoring and Evaluation

The post holder will participate in reviews of progress every 6 months and an annual review as a member of Diocesan Staff.

All employees are expected to undertake mandatory training including Equality & Diversity, Unconscious Bias, Sexual Harassment, GDPR, Internet Security, plus other training that is identified during the course of employment.

Main Activities and Responsibilities

- Having overall responsibility for the café provision for Saints Central, ensuring all health and hygiene requirements are met, while overseeing kitchen staff.
- Develop positive, professional relationships with customers, staff, young people and volunteers.
- Oversee the training and mentoring of staff, volunteers, training placements according to individual needs.
- Act as head chef to create delicious, creative drinks and menus that encourage customers to purchase items from the café, while also maximising profit.
- Able to act as barista when needed.
- Work within the budget requirements of the café ensuring receipts and orders are kept and filed.
- Be responsible for ensuring our value of welcome and excellent hospitality is upheld

- Seek to recycle and reduce food waste where possible to reduce our carbon footprint.
- Form part of the Saints Central Senior Leadership Team to provide hospitality that supports our various community projects, including Saints Student Lounge, in line with overall charitable aims and objectives.
- Line manage the Café Lead to ensure all Health & Hygiene regulations are adhered to and the café runs to a high standard, addressing customer complaints and concerns promptly.
- Line manage the Café Assistants to ensure all Health & Hygiene regulations are adhered to and the café runs to a high standard, addressing customer complaints and concerns promptly.
- Work with the Saints Central Centre Manager and Saints Central Duty Manager to ensure budget control of the Saint's café, purchasing food, items and equipment within the appropriate lines of delegation.
- Daily participation in and delegation of cleaning tasks to ensure café is efficiently run with high standards of customer services, food provision on a daily basis, including the overall responsibility for health and hygiene checks to maintain our 5-star rating.
- Monitor and record stock, placing orders with preferred suppliers in good time for delivery of items
- Create rotas for staff, ensuring a healthy work-life balance
- Work with the Saints Central Centre Manager to manage the day-to-day petty cash system and provide monthly monitoring reports on the income and expenditure of the café
- Collect food deliveries as and when required.
- Recruit in line with the Church of England Safer Recruitment Policy, train and oversee staff and volunteers to support the smooth running of the centre, protecting the ethos and values of the charity.
- Attend and where appropriate, lead staff meetings of the particular setting/programme/project and contribute so that effective programme planning, preparation and evaluation of the Saints project is upheld.
- Undergo any training necessary, including first aid, fire marshal training, health and hygiene, safeguarding and COSHH.
- Be willing to work some evenings should there be a special catering event, or organise a team to cover the event in your absence. Overtime will be provided for this.

To undertake any other duties commensurate with the post at a level consistent with the principle responsibilities of the post.

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed By:
Education & Training <ul style="list-style-type: none">• Health and Hygiene Certificate• Good level of English – written and spoken	A,D,I
Relevant Experience <ul style="list-style-type: none">• Assisting in the delivery of excellent catering and hospitality within a relevant customer-facing, high-pressured setting• Experience of leading within a café / hospitality setting• Experience and knowledge of making high quality barista coffee	A, I,T
Knowledge <ul style="list-style-type: none">• Knowledge of good menus, recipes and running a café at a profit	A, I
Skills & Abilities <ul style="list-style-type: none">• Ability to form and sustain positive relationships with staff, young people and volunteers in a busy environment• Ability to plan (with others) a small-scale event / activity	A, I

<ul style="list-style-type: none"> • Ability to work well under pressure • Ability to multi-task • Ability to drive and have access to a car 	
Motivation <ul style="list-style-type: none"> • Demonstrates enthusiasm and commitment • Really wants to work within a hospitality setting • Committed to the vision of the TFC charity and Saints ambitions 	A, I
Attitudes <ul style="list-style-type: none"> • Committed to Equality of Opportunity • Reliable and hard working • Hospitable • Willing to contribute to team working • Open minded, caring and enthusiastic 	A, I

Desirable Criteria	Assessed By:
Qualifications in skills relating to working with young people – Safeguarding, health and safety, equal opportunities etc	A, D, I
Relevant Experience <ul style="list-style-type: none"> • Recent involvement in working with the community • Experience in baking high quality sweet and savoury items 	A, I
Knowledge <ul style="list-style-type: none"> • Knowledge of issues facing the local community and volunteers locally • Knowledge of delivering healthy food on a budget 	A, I

This post is subject to enhanced level of DBS disclosure.

The post holder will need to prove that they have the right to work permanently in the United Kingdom.

If you have a disability or long-term illness that prevents you from meeting any of these criteria, please contact us to discuss the adjustments and support that we can make for you.

It is a condition of any offer of employment we make to you that you have, or gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted

For more information, and to download the application form, please go to
<https://coventry.anglican.org/about/vacancies/>

or contact the Saints Central Centre Manager, Greg Cooper at
admin@saintsnuneaton.org

Closing date for applications: Tuesday 27th January at 12 noon.
Interviews on one of the following date: Tuesday 3rd February

Please send completed application forms to:

Email: Recruitment@Coventry.Anglican.org
or

Post: Simone Smith, Cathedral & Diocesan Offices, 7 Priory Row,
Coventry CV1 5EX.

The 'Saints' projects works with an ecumenical group of Nuneaton churches on its advisory group, with the Church of England as the lead denomination, and therefore will involve sensitively working on behalf of Christians from all denominations (it is not an inter faith hub.) As the post-holder will form part of the Senior Leadership Team, contributing towards the strategy, vision and overall success of the project, the post holder will need to have a Christian understanding of what is happening in the building.

Particularly understanding that the projects are not simply community projects but they have a spiritual dynamic to them. We will also be working with the local Church of England parish church

and hosting Christian groups, discipleship evenings, worship and prayer nights at the Saints hub. It is therefore an Occupational Requirement (Schedule 9 part 1 of the Equality Act 2010) of this post to have a committed Christian faith and a passion for enabling churches to transform their communities.