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| <b>Job title:</b>           | Cafe Manager                                                                                                                                                                                                                                                                                 |
| <b>Main purpose of job:</b> | The Cafe Manager is responsible for the daily operation of food service, sales, and production and the direction, wellbeing and training of students, to ensure that customers are satisfied with their experience, and manage the business and students to ensure profitability and safety. |
| <b>Position reports to:</b> | Head Teacher and Deputy Heads                                                                                                                                                                                                                                                                |
| <b>Responsible for:</b>     | None                                                                                                                                                                                                                                                                                         |
| <b>Location:</b>            | Ripplevale School and Rivas Cafe                                                                                                                                                                                                                                                             |
| <b>Disclosure level:</b>    | Enhanced                                                                                                                                                                                                                                                                                     |

#### Main Responsibilities and Role

- Supervise and coordinate all culinary activities and production schedules
- Oversee customer services and resolve issues
- Ensure a high quality of ingredients and food preparation
- Train, coach and manage students working at cafe
- Create and adjust staff schedules to meet the cafe's needs
- Adhere to all safety and sanitation regulations
- Evaluate daily the operations of the cafe
- Track, purchase and maintain store inventory
- Track overages and shortages of food waste
- Ensure cafe duties and orders are completed to maximise profit and availability of products for customers
- Oversee cleaning of cafe and ensure cafe is presentable
- Responsible for safe and secure opening and closing of cafe
- Responsible for identifying trends and opportunities to maximise opening times and profits
- Responsible for safety and development of students working on cafe to reach their full potential, promote independence and confidence in the workplace and prepare them for future worklife.
- Responsible for all financial aspects of the cafe including managing revenue and expenses.

### **Quality Assurance**

- To help to implement school quality procedures and to adhere to those.
- To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school and cafe.

### **Communications and Liaison**

- To communicate effectively with colleagues and external contractors as appropriate.
- To communicate effectively with the parents of pupils as appropriate.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as reviews, open day etc.

### **Management of Resources**

- To ensure that when purchasing goods and services value for money is always considered prior to purchase.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils

### **School Ethos**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To actively promote the school's corporate policies.
- To comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate.

### **General Duties**

- Carry out any other duties, commensurate with the post, which, from time to time, may be necessary for the good order of the school, as directed by the Headteacher.
- Attend training sessions and meetings as required in School.
- Seek, consider, and act upon professional support and advice as required.
- To meet deadlines and manage workload effectively
- To model and promote constructive communication culture within the school and cafe.
- To be an ambassador for the school, who proudly speaks about the institution and what we are all collectively working towards.
- To expertly handle all confidential information with discretion
- To actively engage in the Performance Management Review process.
- To understand and demonstrate practice of equality and diversity.
- To work in accordance with the school's agreed policies and procedures.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

**The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.**

#### **Child Protection and Safeguarding**

- To make yourself aware of all relevant school policies and ensure that you abide by Ripplevale School's Child Protection Policy which contains the names and points of contact for all relevant agencies.
- To participate in all Child Protection training required by the school, or any other mandatory training as required.
- To immediately report any incidents of a child protection nature to the school's Designated Safeguard Lead, the Headteacher or the Directors.

**Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.**

#### **Signatures**

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

| <b>Signed</b> | <b>Name</b> | <b>Date</b> | <b>Designation</b> |
|---------------|-------------|-------------|--------------------|
|               |             |             | Cafe Manager       |
|               |             |             | Headteacher        |