



The Way Forward Project at St Mary's Church, Stebbing Job Description – Café Manager

Job Title: Cornerstone Café manager
Responsible to: Way Forward Volunteer & Training Coordinator
Salary: £9,900 (National minimum wage compliant)
Contract: Part time 15 hours/week, fixed term 16 months

Summary

The Church of St Mary the Virgin, Stebbing has recently been refurbished, with the help of a delivery phase grant from the National Lottery Heritage Fund for our 'Way Forward' project. This is a £1.9 million project that will have completed major repairs and upgrades to the historic church building and removed it from the Heritage At Risk register. The provision of a servery has been included in the project, and a successful trial of the Cornerstone Café has developed the need for a Café manager to support the activity.

Main Purpose

The Café Manager is responsible for the smooth, safe and welcoming operation of the Cornerstone Café. This role provides on-the-day leadership, ensures high standards of hospitality, supports volunteers and maintains the café as a vibrant community hub.

Key responsibilities

- Daily café operations
 - Manage opening and closing procedures.
 - Ensure the café environment is clean, organised and ready for service.
 - Oversee stock levels, place orders and manage deliveries.
 - Ensure equipment is used safely and maintained (coffee machine, dishwasher, etc.).
 - Resolve operational issues efficiently.
- Customer Service
 - Create a warm, friendly, community-centred atmosphere.
 - Welcome customers, answer questions and ensure everyone feels included..
- Leadership & Support
 - Provide on-shift leadership for baristas and front-of-house volunteers.
 - Offer guidance, encouragement and practical support to ensure volunteers feel confident and valued.
 - Help embed a positive, inclusive team culture.
 - Identify training needs and liaise with the Volunteer & Training Coordinator to arrange training sessions.
- Compliance, Safety & Standards
 - Maintain food hygiene standards in line with Level 2 Food Safety guidance (training provided if needed).
 - Ensure Health & Safety procedures are followed by all volunteers.
 - Keep required records (cleaning logs, temperature checks, etc.).
 - Ensure safeguarding principles are upheld within the café environment.
- Administration
 - Plan weekly volunteer rotas in collaboration with the Volunteer & Training Coordinator.
 - Review stock and place orders.
 - Update checklists, procedures and documentation as needed.
 - Provide feedback on café performance, volunteer needs and operational improvements.

Working Hours



The café manager will need to be in attendance in the church 1 hour before and 1 hour after the opening and closing of the café, normally 9 am to 3 pm (6 hours) Monday and Tuesday. The remaining working hours can be flexibly located, in the church or elsewhere.

Training, Induction & Support

Reports to the Volunteer & Training Coordinator (VTC) who will provide training, guidance and regular check-ins. They can be approached at any time with questions or concerns.

Induction/ Training will cover:

- A full café induction, including equipment use and hygiene procedures
- Food hygiene awareness
- Basic level of safeguarding training which must be completed online within 6 months of appointment to the role. All members of staff are expected to help maintain a safe, respectful environment. This includes following Stebbing PCC's Safeguarding policy, maintaining appropriate boundaries and reporting any concerns promptly to the Parish Safeguarding Officer (PSO). You will be shown how to do this during induction.

	Essential	Desirable
Personal Attributes		
Self-motivated, with an energetic and proactive approach to delivery	X	
A team-player, with resilience and enthusiasm, and a willingness to work collaboratively and with a high degree of flexibility with colleagues	X	
Willingness to work occasional unsociable hours, i.e. evenings and weekends	X	
A sense of responsibility and commitment to delivering work of consistently high quality	X	
Organised approach with the ability to understand and implement robust systems	X	
Knowledge & Skills		
Good verbal and written communication skills	X	
Commitment to creating a welcoming, inclusive community space.	X	
Ability to establish and maintain positive relationships with people from diverse backgrounds.	X	
Knowledge of safeguarding		X
Experience		
Hospitality, customer service or café environments	X	
Supervision of volunteers or staff		X
Basic barista skills	X	
Food Hygiene & Health & Safety training		X

Additional information

- There will be occasions where the post holder may be required to work weekends or evenings and in this case time off in lieu will be given.
- Appointment will be subject to a successful DBS check
- The role is included in the Way Forward project, which completes in December 2027. During the final quarter of 2027, ST Mary's PCC will decide whether to continue the paid role, when a continuation of the contract may be offered to the successful candidate.



ST MARY'S STEBBING



- This post is not one that requires the holder to be a practicing Christian and is open to applicants of any faith or none. However, the role is one which requires an understanding of the Christian focus and ethos of the parish of St Mary the Virgin and its missional context and demonstrate a willingness to work within and alongside the parish sympathetically with that focus, ethos, and context in mind.

Recruitment Timescale

Role Advertisement	06/07/26
Application Closure	17/07/26
Interviews	22/07/26 to 30/07/26
Appointment	10/08/26
Contract End	31/12/27

To apply for the role, please complete an application form, and submit it to Rhoda Herbert at smvwayforward@gmail.com