

## **Job Description – Café Lead, Needham Lakes**

**Job title:** Café Lead – Needham Lakes

**Reporting to:** Catering & Visitors Centre Manager

**Hours:** 37.5 hours per week with regular weekend work, shifts varying throughout the year, occasional overtime.

**Salary:** £10.50 per hour

**Location:** Needham Lakes Visitor Centre

**Contract Term:** Permanent, subject to successful completion of 3-month probation period

Cabbages & Kings is a rapidly growing coffee shop and catering company based in Stowmarket. It is expanding to operate the new Café and Visitor Centre at Needham Lakes.

The Café Lead will be responsible for managing and overseeing the team to deliver excellent café services as well as managing the day-to-day operation of the new Visitors Centre.

### **Main Responsibilities**

- Establish, lead and develop the new café team in a manner endorsed by Cabbages & Kings and The Mix Stowmarket
- Deliver excellent customer service
- Work with the Catering and Visitor Centre Manager to develop and deliver a strategy for growth.
- Oversee the preparation of food, cooking & service of a variety of dishes
- Manage, order and count stock
- Oversee the day to day running of the visitors centre, including public toilets
- Oversee and maintain the highest standards of health and safety & food hygiene in the café
- Create menus, specials and events with the team
- Cash handling & banking

### **Other Responsibilities**

- Safe and responsible leadership of staff
- Use of kitchen equipment as advised and as per training
- Maintaining a clean and tidy workplace throughout working day
- Adhere to Health & Safety guidelines
- Support the Visitor & Catering Centre Manager to organise, prepare and serve for functions

### **Key results/objectives**

- Leading the success of Needham Lake Visitor Centre

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### Person Specification

#### Essential:

- At least 1 year experience managing in a catering environment.
- Strong interpersonal skills
- Ability to build strong customer facing rapport.
- Ability to lead and build a team
- Flexible and hard-working team player
- Reliable
  
- **Desirable:**
- Enthusiastic
- Positive attitude
- Ability to work well under pressure
- Experience of growing a business.