



Rainbow Junktion is a thriving community café at All Hallows Church in the Hyde Park area of Leeds. We are looking for a dedicated and enthusiastic team player with experience in hospitality, events, volunteer management and fundraising to join our small team. The role is varied and challenging but very rewarding.

It is strongly recommended that prospective applicants look at the Rainbow Junktion Facebook page (@RainbowJunktion) and also at the All Hallows church website (<https://allhallowsleeds.org/>).

**Job title:** Assistant manager, Rainbow Junktion Café, All Hallows Church.

**Responsible to:** The Café Manager, and through the Manager and the Rainbow Junktion Management Committee to All Hallows Parochial Church Council (the Board of Trustees).

**Closing date for applications:** Friday 10 July 2020.

**Interviews (by Zoom):** Friday 17 July 2020.

#### **Main duties and responsibilities**

1. To manage the café one day per week in the first instance.
2. To open the building, organise volunteers to cook, ensure food service and preparation follows all health and hygiene regulations, oversee food service to customers, oversee correct storage and recording of food, organise volunteers to clean the kitchen and café, manage the petty cash, count the takings, close the building securely.
3. To manage the café one Friday night a month for Bistro events (when government guidance allows). Duties as above, as well as communicating with partner organisations, advertising the event, organising entertainment.
4. To assist with catering for external events and pop-up bistros, as the occasion arises.
5. At all times, to maintain a safe and supportive environment for volunteers and café users.
6. To assist with collecting/organising the collection of waste food from various sources around the city in collaboration with the Café Manager.
7. To assist with updating the café web-site and social media content regularly (Facebook, Instagram, Twitter).
8. To oversee grant applications for the café with the assistance of a small team of volunteers. To keep thorough and clear records of applications and complete end of grant report writing.
9. To comply with all relevant policies and procedures as agreed by the Management Committee.

Please note this job description is intended to provide a guide to the general duties and responsibilities of the role. The post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly with the post holder and may be varied at the discretion of All Hallows PCC.

#### **Person Specification**

**Essential:**

An awareness of and ability to enhance the inclusive and supportive ethos and culture of the café.

Experience of either running a café or consistent volunteering in a café, and preferably in a café working in a comparable way to Rainbow Junktion with waste food and a challenging clientele.

Experience of recruiting and managing volunteers.

Experience of working in a team.

Social media/IT skills.

Ability to address and manage conflict in an appropriate manner.

To be trustworthy and understand appropriate confidentiality.

**Desirable:**

Experience of working in some way with waste food.

Fundraising experience (some training could be provided for this).

Level 2 hygiene certificate (training can be provided for this).

First aid qualification (training can be provided for this).

Basic understanding of finances and budgeting.

Ability to use initiative in suggesting ways in which the role can develop, and being proactive.

Clean driving licence and access to a car.

**Key terms**

**Contract:** 3 years fixed term.

**Probationary period:** 6 months.

**Start date:** As soon as available, preferably Monday 3 August 2020 (extra paid hours in the first week to allow for job shadowing, subject to your availability).

**Hours and pattern of work:** 11 hours per week (currently 7 hours Friday 9am-4pm, and 4 hours for admin/meetings/fundraising on Tuesday) plus one Friday evening bistro 8 hours per month (when it is permitted). Extra hours for external catering and management committee meetings etc will also be paid.

**Remuneration:** £9.30ph (the real Living Wage), plus a 5% pension contribution, with 28 days annual leave inclusive of bank holidays pro rata.

**External checks:** This post is subject to a satisfactory DBS criminal record check and the offer of the post is subject to this requirement being fulfilled and all references and checks being satisfactory e.g. right to work in the UK.

**To apply**

Send your CV and covering letter, preferably by email, to:

Rev Heston Groenewald - vicar@allhallowsleeds.org / 24 Regent Terrace, Leeds, LS6 1NP

Your covering letter (no more than 2 sides of A4) should include the following:

- How did you find out about this position?
- Why are you applying for this job?
- How does your previous experience (e.g. voluntary, academic, office) equip you for this role? Give evidence against the duties, responsibilities and the person specification.
- Names of two referees, preferably people who have known you from previous employment (not relations). We will contact them by email only if a conditional job offer is made. Please provide their name, their relationship to you and their email address.
- If called for an interview, do you require any particular arrangements? If yes, please specify.

Please end your covering letter with the following statement:

*I certify that the facts stated in this application are true and nothing has been omitted that would affect this application.*

*Signature:*

*Date:*