



ASSISTANT TEA ROOM MANAGER

JOB DESCRIPTION

The Miller's House Tea Room

Heckington Windmill is a Grade I listed building, with a visitor centre, bakehouse, tea rooms and brewery. A registered Charity, the windmill and site are open to the public throughout the year.

The Miller's House Tea Room is open Friday, Saturday and Sunday every week (10.30-4.30) increasing to 5 days a week (Thursday – Monday inclusive) during the school 6 week summer holidays.

The Tea Room is managed by our Tea Room Manager who works alongside our amazing team of volunteers.

Primary Responsibilities

The role of Assistant Tea Room Manager is to provide cover for the Tea Room Manager during annual leave and provide support for the Tea Room Manager during events and busy periods throughout the year.

Operational Duties

- Assist with maintaining a rota of Tea Room volunteers to ensure there is sufficient cover for all periods when the Tea Room is open
- Work with the Bake House team to ensure a sufficient supply of cakes for the Tea Room menu.
- Manage and prepare the food on the menu for sale in the Tea Room; taking orders from visitors, serving, clearing tables and washing dishes.
- Opening and closing of the Tea Rooms on each shift
- Place orders with the wholesaler for stock, liaising with the Bake House team for their requirements. Purchasing additional items from local stores as required.
- Ensure all kitchen equipment is cleaned regularly to the required standard.
- Cash up daily, passing cash and reconciliation sheets to the Treasurer.
- Ensure the Tea Room kitchen areas are cleaned at the end of opening hours and rubbish/recycling is disposed of
- Be able to make scones and cakes, in support of the Bake House as required
- Be conversant with the Health and Safety policies of the Trust, along with Food Hygiene Regulations, including safe preparation, handling & storage of food and awareness of allergens.

Hours:

It is anticipated that the role will offer a minimum of 200 hours a year.

This would be an average of approximately 15 hours a month, (an average of 3-4 days each month), but likely to be more during the peak summer period and less in the winter. The hours would be primarily be the end of the week, weekends and some bank holidays.

This is to be a flexible role, covering for annual leave for 3 weeks of the year, and support during special events and occasions at the windmill, and is subject to the requirements of the site throughout the year.

The site closes for approximately 2 weeks over Christmas and New Year, and it is expected that annual leave will be taken during this time.

Person Specification

The Assistant Manager must demonstrate the capability and sufficient experience to carry out the duties listed below and manage the team of Tea Room staff and volunteers. If necessary training will be given, but ideally candidates would have the necessary experience to be considered eligible to apply for the position.

Essential:

- Experience of catering, if possible with a similar establishment
- Ability to work well under pressure
- To be adaptable and flexible
- To be available for weekend and bank holiday working
- Be friendly, outgoing and hardworking
- Be honest and able to take on responsibility
- Have good communication skills
- Have a good level of numeracy and literacy

Desirable:

- Experience of working with & supervising others within a team
- Hold a Food Hygiene Certificate Level II or above
- Live locally and ideally be able to cover occasional shifts at short notice (ie, due to sickness)
- We would also consider someone who would be able to work additional hours as a member of the volunteer team outside of the job role

Salary

Pay would be £11.50 per hour, with 28 days holiday per year (pro rata), to include Bank Holidays.