

CUPS & CO Coffee Shop Manager

114 High Street, Dorking RH4 1BS

Are you an experienced and enthusiastic individual looking for an exciting opportunity to manage our wonderful coffee shop in Dorking?

Unfortunately, our lovely shop manager has to leave due to a change in circumstances, would you like the opportunity to join us?

The primary purpose of our coffee shop is to provide work experience for young people with a learning disability looking to build skills in hospitality whilst providing an excellent coffee shop experience for all our customers.

Cups & Co is open to the public for six days a week from 10am to 4pm. The paid hours are from 9.30am to 5pm. The salary is based on £14.00 an hour. This can be a part-time or full-time position.

Do you:

- have the ability to offer a great customer experience whilst ensuring that our young people remain at the heart of what we do?
- have strong management skills with the ability to lead and develop a service?

ALDAG is a small charity based in Mole Valley providing opportunities focused on developing social and work experience opportunities for young people with a learning disability. Cups & Co provides a valuable resource for the local community as well as a training opportunity to help our team learn new skills and gain the required confidence to enable them to move onto other opportunities and paid employment.

Core Duties and Responsibilities

The Manager will support and train people with a learning disability, working in liaison with the supporting trustee for the overall management and performance of the coffee shop.

The ideal candidate will either have experience of working with people who have a learning disability or have management experience in a catering environment plus evidence of successfully managing a small team.

It is desirable if the candidate:

- has or be willing to gain a level 2 Health and Safety certificate appropriate to a catering environment
- has a level 2 Food Hygiene Certificate and is willing to gain a level 3.
- has or be willing to gain a First Aid Certificate
- IT, literacy and numeracy skills for completing forms, recording handovers, managing finances etc

Customer service

- Understand ALDAG's ethos and promote ALDAG positively within the local community, breaking down barriers and increasing understanding of learning disability.
- Ensure the coffee shop offers a welcoming environment maintaining excellent customer service.

Developing catering skills

- Continue to develop the programme of learning and training for people with learning disabilities in the coffee shop, including risk management.

Management

- Follow policies and procedures and ensure all activities are carried out adhering to agreed ways of working and best practice. Actively promote and work within ALDAG's equal opportunities and diversity policy.

Health and Safety

- Ensure that set up and close down meets all health and safety standards. Ensure adherence to effective security procedures including opening, closing, cashing up and the building is left secure.

ALDAG's values

EMPOWERING ...young people with learning disabilities to develop their potential.

NURTURING...independence, social opportunities and the right to work.

CHOICES ...expecting the same life experiences and chances as any other young person.

SUPPORTING ...young adults with learning disabilities to lead fulfilling lives in their local community.

Safeguarding Statement

ALDAG is committed to safeguarding and promoting the welfare of our members. It expects all staff to share this commitment, and the successful applicant will be required to undertake an enhanced Disclosure Barring Service check (DBS) and complete a safeguarding course.

Please contact us by email for an application form and more information: info@aldag.org.uk