

Job Title: Bar & Café Lead – Sunday Centre Opening

Location: Mevagissey Activity Centre

Hours: 7.5 hours per week

Shift Pattern: Sundays 10:30am–4:00pm + 2 flexible weekday hours

Opportunity to work additional shifts to cover sickness, holiday, or leave where needed

Contract Type: Initial 3-month contract (with potential extension, subject to success of Sunday opening)

Pay: UK Living Wage

Reporting To: Centre Directors

Start Date Expected: 25th May 2025

About the Role:

We're looking for a friendly, organised and proactive **Bar & Café Lead** to help launch and run the Sunday opening of our centre. You'll be the face of the café and bar on Sundays – creating a warm and welcoming environment for all our visitors – and the go-to person for ensuring everything runs smoothly before and after the weekend.

This role is perfect for someone who enjoys working with people, can take initiative, and thrives in creating a positive atmosphere where both customers and colleagues feel at home.

You will report directly to the **Centre Directors** and work closely with the wider team to ensure a high-quality experience for everyone using the space.

Key Responsibilities:

Sunday Café & Bar Shift (10:30am–4:00pm):

- Lead the operation of the café/bar during our Sunday opening
- Deliver excellent customer service with a warm, welcoming presence
- Supervise and support any volunteers or staff on shift
- Keep the space clean, tidy and well-presented
- Handle basic till operations, food & drink prep, and stock rotation
- Be the key point of contact for any onsite issues or questions

Flexible Weekday Admin (2 hours per week):

- Ensure stock is monitored and ordered in good time
- Tidy and organise bar/café areas during the week
- Flag and address any maintenance or supply issues
- Respond to queries and share ideas to help grow the Sunday sessions
- Communicate effectively with the wider team to support planning and delivery

What We're Looking For:

- Experience in a café, bar, or customer-facing environment
- Confidence in leading a shift and working independently
- Strong communication and organisational skills
- Friendly and welcoming attitude – you're great with people!
- Basic food hygiene and/or barista experience is a bonus (but not essential)

What We Offer:

- A chance to be part of an exciting new chapter for our centre
- A supportive team and open, community-driven culture
- Flexible working hours during the week
- Paid at the UK Living Wage
- Initial 3-month contract with potential to extend
- Opportunity to pick up extra shifts for cover when needed
- Opportunities to bring your own ideas and shape the café/bar experience

To Apply:

Please send your CV and a short note about why you're interested to [Insert Contact Info].
Applications close [Insert Deadline, if any].