



**Romsey Mill has an exciting job opportunity
at our social enterprise Cara Coffee,
Great Shelford, South Cambs.**

PART-TIME COFFEE SHOP ASSISTANT MANAGER (SATURDAYS & COVER AT OTHER TIMES)

As part of the Romsey Mill team, you'll assist in the running of Cara Coffee at 29 High Street, Shelford. You will be responsible for the running of the coffee shop on designated days, showing welcome & hospitality; preparing food and drinks; providing wonderful customer care; supervising and supporting volunteers and sessional staff; recording sales; maintaining high standards of cleanliness & food hygiene. You will share responsibility with the Cara Coffee Shop manager for growing community interest, developing exciting enterprise opportunities, and supporting the partnership with Great Shelford Free Church and other local groups.

Part-time variable hours: 10-20 hours per month

Working a minimum of two Saturdays in every four Saturdays,
but with option to work up to every Saturday if preferred.
Current Saturday hours are 5 hours per session (from 09:30-14:30).

There may also be the option to work a weekday lunchtime session.
If the post-holder is available, occasional additional weekday hours
to cover for other Cara Coffee team members would also be an option.

Salary: from £9.52 per hour

We are welcoming applications straightaway and will interview on a rolling basis.

Please pop into Cara Coffee to pick up an application pack or visit our website to download:

<http://www.romseymill.org/work-for-us/>

To apply for this role, please send a completed application form with covering letter to:

Diane Hicks at Romsey Mill, Hemingford Road, Cambridge CB1 3BZ or by email

Any enquiries, please contact Diane Hicks on:

diane.hicks@romseymill.org or 01223 213162,

or pop into Cara Coffee and speak with Julie or Andrea

*Romsey Mill is a leading Cambridgeshire-based Christian charity
creating opportunities with young people & families,
partnering in community development work.*

*Romsey Mill supports equal opportunities employment and is committed to
safeguarding and promoting the welfare of children and young people.*