



Shop & Coffee Counter Manager

Job Description



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BACKGROUND

We are advertising for a manager(s) of the soon-to-open community store (and coffee counter) in the buzzing rural village of Oakley, near Brill. The store is located at the heart of the village which is situated between Oxford, Thame, Bicester and Aylesbury and it is the committee's ambition to make it a destination for Oakley residents, passing traffic, weekend cyclists, dog walkers and other local villages.

The store is directly adjacent to the village hall, set back from the main road and overlooks playing fields and farmland beyond. It is nearby the local primary school and alongside a play area, so is perfectly situated for young families through the week and sport spectators at the weekend.

The store has been designed and built environment-neutrally, with support and contributions from the village. It features a living green roof, English larch cladding, slate terrace, wild-flower meadow planting and a Corian coffee counter with Ercol furniture.

The store will have a strong people and community focus, catering for all generations and backgrounds, with local produce and crafts from Buckinghamshire and Oxfordshire, locally roasted coffee, fresh baked goods, eco-refill options and convenience store essentials. As the site develops we hope to run events and outreach services to enrich village life and support the wider community.

THE APPLICANT

We are looking for an applicant who is passionate about food, drink and hospitality and understands its positive effect on people and communities. You will be a crucial public face of this community project. Retail/retail management is preferred but not essential - provided the candidate has transferable skills, understands hospitality and is excited about driving the project. The role could suit two people, with responsibilities shared across the week.

Local volunteers will support the running of the shop on a rota basis, managed by a volunteer co-ordinator who will work with the manager(s). Experienced volunteers will be appointed 'on-call supervisors', who take overall responsibility when the manager is on leave. They will be the primary support for the manager(s).



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AT A GLANCE

<i>Position</i>	Manager (Full-time)	<i>Hours</i>	37.5hrs per week
<i>Location</i>	Oakley HP18		Spread over 7 days. Volunteer cover will allow for some flexibility but the manager will be expected to be on site for part of the day on at least 5 days.
<i>Start</i>	April 2023		
<i>Salary</i>	£24,000 per annum Bonus awarded on basis of a % of trading profits subject to available cash reserves.	<i>Opening Times</i>	Weekdays - 08.30-17.30 Friday - 09.00-18.00 Saturday - 09.00-15.00 Sunday - 10.00-14.00
<i>Annual Leave</i>	25 days		
<i>Pension</i>	Workplace Pension Scheme		

KEY RESPONSIBILITIES

- Must be able to work on their own initiative and act as the public face of the community store.
- To develop and manage relationships with customers, volunteers and suppliers.
- To manage all aspects of the daily running of the shop/coffee counter including some hot drinks preparation/service, ordering, restocking and delivery of goods to the shop.
- To learn all aspects of the till management system.
- The candidate will be expected to work flexibly within the opening hours of the shop, which could include some shifts at weekends and or on bank holidays dependent upon volunteer availability.
- To acquaint themselves with current regulations relating to Health and Safety at Work, Food Handling and Hygiene Regulations, Fire Fighting equipment and precautions, restrictions on the Sale of Alcohol, medicines and drugs, certain age-restricted products, and relevant parts of the Shops' Acts.



CONTACT

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