



ROSSENDALE 
METHODIST CIRCUIT



Job Title: Chapel Tearoom Manager

Location: Irwell Vale Church Irwell Vale Rossendale

Reports To: Rossendale Methodist Church Leadership Team

Employment Type: Part-Time (25 hours a week)

Salary: 28,000 per year based on 37.5 hours - £18,668 based on 25 hours a week

Job Summary:

We are seeking a friendly, organised, and proactive individual to manage our Chapel Tearoom — a welcoming space that serves Barista drinks, home-made cakes and hot food, promotes community, and reflects the values of hospitality and care. The Tearoom Manager will oversee the day-to-day operations, ensuring excellent customer service, efficient service delivery, and a pleasant environment for all visitors.

Key Responsibilities:

Operations & Customer Service

- Oversee daily tearoom operations, including opening and closing procedures
- Maintain high standards of customer service and cleanliness
- Create a warm and welcoming environment for all visitors
- Respond to customer feedback and resolve any issues professionally

Staff & Volunteer Management

- Recruit, train, schedule, and supervise casual staff and volunteers
- Foster a positive team culture and ensure compliance with health and safety regulations
- Provide ongoing support and guidance to tearoom assistants or helpers

Food & Beverage Management

- Plan and maintain the menu (including hot/cold drinks, cakes, light lunches, etc.)
- Order and manage stock, ensuring good quality and minimal waste
- Ensure compliance with food hygiene standards and maintain up-to-date certifications
- Prepare and serve food and beverages as required

Financial & Administrative Duties

- Monitor daily takings and cash handling procedures
- Manage budgets, stock control, and supplier relationships
- Produce regular reports on sales, footfall, and customer trends
- Assist with promotional efforts, special events, and seasonal offerings

| **W:** www.rossendalemethodistcircuit.co.uk |



Community & Mission

- Support the chapel’s outreach by making the tearoom a community hub
- Exploring opportunities to deliver community based courses from the Chapel
- Explore opportunities to develop the centre into a Christian retreat
- Liaise local business and groups to link in with local events and activities
- Ensure tearoom aligns with the values and mission of the chapel or church

Person specification

Requirements	Essential (E) / Desirable (D)
Qualifications/ Training	
GCSE or equivalent in English and Maths at C or above	E
Basic Food Hygiene certificate (Level 2)	D
Barista Trained	D
Training in COSHH	D
Allergen training	D
Relevant experience in working within a catering environment	E
Good understanding of food costings and managing budgets.	E
Leadership skills, able to motivate and energise others.	E
Training and managing a diverse staff and/or volunteer team.	D
Excellent organisational skills.	E
Familiarity with community-based projects / charity initiatives.	D
Knowledge and skills	
Knowledge and understanding of HACCP	E
Good communication and interpersonal skills at all levels	E
Ability to plan and discuss menus	E
Merchandising and promotional skills	E
Ability to use all Microsoft products	E
Other	
Ability to work as a team	E
Commitment to equality and diversity	E
Supportive of the ethos and charisms of the Methodist Church	E

Working Hours:

Thursday, Friday 9am- 2:30, Saturday 9:30am – 4:30pm and Sunday 11:30 – 4:30pm to including open and close with occasional evenings or special events.

To Apply:

Please send your CV and a brief cover letter outlining your interest and suitability for the role to: Jill Webster at rossendalemethodistcircuit@gmail.com