



THE SPIRE CENTRE MANAGER

The Spire is a busy community building, comprising of a large, adaptable worship area, a community café and a suite of highly useable halls and rooms suitable for external hire.

To help us to further develop our service to the community, which partly relies on being a profitable establishment, we are seeking a Centre Manager to manage all aspects of Wesley's Café and the appropriate booking of our rooms.

Responsibilities include:

- Managing Wesley's Café and its team of employees, ensuring opening hours are maintained through clear and timely rotas
- Ensuring high standards are maintained and that staff are appropriately trained for all aspects of their roles.
- Serving as the lead customer service contact for both the café and room booking enquirers
- Developing and implementing policies and procedures to ensure that regulatory standards are met and the relevant records are kept
- Monitoring and analysing the café budget
- Ensuring the café's income is accurately recorded and controlled.
- Managing suppliers, maintaining stock levels and seeking potential new suppliers, when appropriate
- Promoting the Spire facilities, undertaking tours of the premises to prospect hirers, dealing with bookings and collecting payments
- Producing weekly event calendars and clear and accurate progress reports for the Board, including suggestions for improvements in efficiency and profitability

Required skills:

- Previous experience in hospitality and people management
- Excellent communication skills and customer service
- Comprehensive understanding of food hygiene laws and best practice
- Strong time management and organisation skills
- Good knowledge of Excel & Word
- GCSE Level C in both English and Maths

If you are passionate about delivering exceptional customer service in a fast-paced environment, we would love to hear from you. Apply now to join our team as our Spire Centre Manager!

Job Type: Full-time, Permanent
Pay: £30,795 to £31,284
Expected hours: 37.5 per week, to including occasional Saturdays
Location: The Spire, High Street, Poole

To express an interest in this vacancy, please email an up-to-date C.V to spirerecruitment23@gmail.com

Closing date for applications is 31st May 2025

Interviews will be held in mid-June 2025