

Draft Job Description - Coffeehouse Manager February 2026

Background and Outline:

The Lifestreams Coffee House (LCH) has been in operation since May 2019. The current opening hours are Monday to Friday from 9.30 to 1.30pm and 10 to 1pm on a Saturday. It is located at Saint Peter's Church in Westcliff-on-Sea, part of the Lifestreams group of Churches in Southend-on-Sea which also comprise Saint Cedd's and Saint Stephen's. The Lifestreams Churches are all Church of England.

Whilst the LCH is open and used by the public, several specific user groups (such as hall hirers) use the LCH during the week as a place to gather, others use the take-away facility: this is a welcome engagement with the local community.

The LCH is managed by a Coffee House Manager and supported by clergy, office staff and volunteers, some from the Lifestreams Churches. Over the years we have built relationships with Lancaster School and mainstream schools to enable students to gain work experience.

We create a convivial atmosphere, in the Coffeehouse, church and outside spaces.

Key Responsibilities:

- Co-ordinate and run the day-to-day operations of the LCH
- Prepare, populate and distribute volunteer rotas, ensuring all shifts are covered
- Train and recruit volunteers
- Ensure compliance with health and safety, and food hygiene regulations
- Ensure all procedures including paperwork/ records are up to date
- Promote and publicise the LCH locally, using traditional and social media
- Ensure that cleaning coffee machine, servicing and other regular inspections are carried out
- Ensure that the spaces used by staff and customers are cleaned
- Ensure tables, chairs etc are put out daily (including outside in the summer) and tidied/

- put away following closing time
- Ensure, music and screens are switched on/off appropriately in church and Coffeehouse
- Stock Management including occasional trips to Bookers/Tesco etc..
- Oversee the daily cashing-up process and LCH finances in collaboration with Treasurer/ Finance team to ensure the LCH is financially viable and profitable
- Develop further links with community interest groups other organisations with a view to creating new customers
- Events Co-ordinator - create one-off events to promote LCH
- Update and develop staff handbook and other staff documentation
- Provide/arrange cover at short-notice for volunteers as required
- Weekly laundry of aprons and t-towels etc. or as required, machine provided.
- Liaise with Priest-in-Charge and Operations Manager

Person Specification:

- Team player
- Sense of humour
- Excellent people skills
- IT literate (including social media, spreadsheets, basic design or photo editing)
- Organised, entrepreneurial and passionate
- Experience as a barista
- Driving Licence
- Be flexible

Core employment hours will be during opening times and will include at least one Saturday

Reporting to: Priest-in-Charge/
Operations Manager

Hours: initially 10 hours p/w
Salary: £13 p/hr (Living Wage)
Holiday: 4 week plus bank holidays
Contract Length: 12 months
Probation Period: 1 month
Start Date: 13th April 2026
Location: Saint Peter's Church,
Eastbourne Grove, Westcliff-on-Sea, Essex, SS0
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