



JD/AV8/03

Job Description and Person Specification – AV8 Café Manager

Cotswold Airport is a business and general aviation airport situated in the Cotswolds, near Cirencester. It accounts for around 32,000 aviation movements a year and is one of the largest privately owned general aviation airports in Europe. The airport is developing to increase its share of the business jet market, investing heavily in a new all weather instrument approach system and resurfacing the main runway.

It is home to some 21 other businesses on site; In aviation, this includes: 6 flying training schools/flying clubs, aviation engineering training, engineering aircraft certified maintenance and salvage organisations and 2 cutting edge experimental companies developing hypersonic jet engines and future hydrogen-electric aircraft powertrains. In non-aviation, this includes document storage and aid support storage for DFID.

Each year we organise our own aviation scholarships for young people; bring those into aviation who may otherwise not have the opportunity. Equally, we actively support flying charities for both disabled people learning to fly and injured service and ex-service members.

Role Profile Part 1 - Person Specification	
Qualifications:	NVQ Level 3 in food preparation and cookery or equivalent qualification. Level 2+ award in Food Safety or equivalent qualification BA/NVQ Level 5 or similar in hospitality or similar is desirable
Experience:	Previous experience as a café manager or assistant manager in a high-volume café, garden centre or airport café. Managerial understanding of health, hygiene and health and safety standards.
Skills and Abilities	The ability to work on own initiative. The ability to lead, develop and be part of a team. The ability to work under pressure to manage periods of high demand as well as low demand. Excellent written and verbal communications skills, with the ability to lead and motivate a team. Organisation, operational and time management skills. Basic IT skills, including word, excel and tablets. Customer service attitude
Other	Flexible attitude to working hours
Values	An understanding of the wider Airport values and behaviour expected when dealing with VIP business or business jet clients.
Other considerations:	Currently 5 days a week, until the Airport moves back to 7 days a week (rostered staffing) as part of wider aviation COVID recovery.

Role Profile Part 2 - Role Requirements

Job Title:	AV8 Café Manager
Grade/Salary:	£26,000 per annum
Hours:	40 hours per week, normally, 5 days from 7, inclusive of weekends. Currently, working days are Tuesday to Saturday (inclusive).
Location:	AV8 Airport Café, Cotswold Airport, Cirencester, GL7 6BA
Reports to:	Airport Operations Director/Airport Manager
Management:	minimum 6 full time direct
Role Purpose and Role Details	<p>Manage day to day operations of the café</p> <p>Customer relationship and coordination with suppliers, and ensure supplies are ordered, stock levels maintained, whilst minimising any wastage.</p> <p>Be part of the Airport HR team and train employees in customer service and supplier relationship management.</p> <p>Become a trainer on the use of the till/ordering systems</p> <p>Monitoring and guiding staff.</p> <p>To ensure all cafe areas are clean and tidy.</p> <p>Ensure stock rotation and stock takes are completed.</p> <p>To ensure all equipment used is safe and clean.</p> <p>To comply with all Cotswold Airport and Food hygiene policies.</p> <p>Control of all food leaving the kitchen meets quality and presentational standards.</p> <p>To maintain a professional appearance whilst at work.</p> <p>To understand wider Airport operations.</p> <p>To undertake any other duty deemed reasonable as required by Airport Director.</p>
Key Internal Contacts:	AV8 Team and wider Airport staff
Financial:	Working within budget guidelines and drive café profitability monitoring and reducing wastage
Other considerations:	<p>Identify with and contribute to the Cotswold Airport brand, values, mission and future development.</p> <p>Adhere to health and safety standards, airport policies and procedures, identifying hazards and undertake appropriate risk assessments, as required.</p>