



## CAFE & WEDDINGS COORDINATOR

<b>Reports To</b>	Admin & Systems Manager
<b>Salary</b>	£23,800
<b>Location</b>	Cambridge Central Mosque
<b>Contract</b>	Full Time (40 hours/week)

### JOB OUTLINE

The Cafe & Weddings Coordinator will oversee the day-to-day operations of the mosque's cafe, manage wedding receptions, and coordinate various events. This is a hands-on role, requiring a proactive approach to ensure that all activities run smoothly and meet the community's high standards.

### KEY RESPONSIBILITIES

- **Cafe Management:** Oversee the daily operations of the cafe, including the preparation and serving of desserts and hot drinks. Ensure the cafe is welcoming and efficiently run.
- **Event Coordination:** Manage the cafe for various events such as dinners, teas, fundraisers, and other community gatherings. Coordinate setup, service, and cleanup to ensure a seamless experience.
- **Wedding Receptions:** Main contact point for wedding receptions. Running wedding receptions, ensuring all aspects of the event are well-coordinated and executed according to the needs of the guests.
- **Support for Nikahs:** Provide additional administrative support for nikahs if capacity allows, assisting with booking, coordination, and on-the-day management.
- **Hands-On Involvement:** Take a proactive, hands-on approach to all tasks, ensuring high standards of service and guest satisfaction.
- **Inventory & Supplies:** Manage inventory for the cafe, ensuring that all necessary supplies are stocked and maintained.
- **Health & Safety Compliance:** Ensure that all operations comply with health and safety regulations, including food hygiene standards.
- **Customer Service:** Provide excellent customer service, addressing any issues or concerns promptly and professionally.



## KEY REQUIREMENTS

### Essential

- Strong organisational and multitasking skills.
- Excellent customer service and communication abilities.
- Ability to work independently and handle multiple tasks in a fast-paced environment.
- Basic knowledge of health and safety regulations in a food service environment.

### Desirable

- Experience in a cafe or food service environment.
- Familiarity with Islamic wedding customs and traditions.
- Basic administrative skills, with the ability to assist in coordinating nikahs.
- Ability to work flexible hours, including evenings and weekends as required by events.
- Proven experience in event coordination or hospitality management.

## HIRING PROCESS

Applications will be reviewed in early September, with the intention for interviews to take place shortly after. The position will remain open until a suitable candidate is found, with the ideal start date being as soon as possible..

Submit your CV and an optional cover letter to [hr@cambridgecentralmosque.org](mailto:hr@cambridgecentralmosque.org). Use the full job title as the subject heading.

*Please Note: Applicants must already hold the unrestricted right to work in the UK. Only shortlisted candidates will be contacted for an interview.*