



**GUILDFORD BAPTIST CHURCH  
MILLMEAD CENTRE**

**Café Manager  
RECRUITMENT PROCESS**

This is how we plan to conduct the process of appointing our new Café Manager:

- Although we have a closing date for applications to be received by 7 July 2024, we look to conduct interviews on a rolling basis and reserve the right to appoint before the closing date, so we would encourage you not to wait until the closing date to express an interest in the role.
- Please submit either an application form or CV and covering letter explaining why you are suited to the role.
- On the basis of your paper application, we will be short listing candidates for an initial interview/discussion and a look around the Café and Millmead Centre.
- In the light of these conversations and your feedback, we will consider some candidates for a second interview which might include some practical work.
- Once a decision on a preferred candidate is made and appointed, then all remaining candidates will be informed on the outcome. We aim to carry this out on a timely manner.

If you would like any further information about the process, please feel free to contact Duncan Stonehouse directly ([duncan.s@guildfordbaptist.org](mailto:duncan.s@guildfordbaptist.org) or 01483 575008/07786 336442).