

Job title: Kirkgate Café Coordinator

Reports to: Development Manager

Responsible for: Café project, Café staff, volunteers and trainees

Employer: The Kirkgate Centre

Salary: £20,849 (pro rata)

Working Hours: 28 hours per week

Annual Leave: 25 days plus bank holidays (pro rata), including the week between Christmas and New Year.

Contract: permanent subject to a six month probationary period. The post has a substantial subsidy from the Big Lottery Fund up to the end of 2019.

Café Coordinator

The Kirkgate Centre is a community centre in the heart of Shipley. The Cafe Coordinator post is an exciting opportunity to develop our café into a thriving, sustainable part of the community. This project is part funded by the Big Lottery funded project, which aims to combat isolation and provide stimulating and enjoyable volunteer-led activities for older people in Shipley.

We are looking for someone who can combine their passion for good quality, affordable food with a commitment to valuing and supporting staff and volunteers to create a friendly, welcoming community cafe.

Working alongside the rest of the centre team including the cook, the Café Co-ordinator will be responsible for all aspects of the cafe including:

- planning menus in consultation with centre users, especially older people
- sourcing local suppliers
- budgeting and costing
- with the cook, planning food preparation
- training and supporting volunteers in the cafe
- Health and Safety and food hygiene relating to the cafe
- catering for centre based events

Deadline for applications: Friday 10th November 2017

Interview date: 22nd November 2017

You will receive at least one week's notice of an interview date. The interview will be in two parts including a formal interview and a practical task which will be explained on arrival.

To apply please complete the application form in full. **Please note CVs will not be accepted.**

Please note: we are only able to respond to applicants who have been asked to attend an interview. If you do not hear from us please assume you have not been successful on this occasion.

Job description

Cafe management

1. Developing and coordinating the cafe with responsibility for menu planning, sourcing suppliers, budgeting, cooking, stock control and good customer service
2. Line management of café staff (currently just the cook)
3. Working with the Volunteer Coordinator to develop the cafe as a volunteering and training project, including exploring accredited training via partner organisations
4. Working one to one with volunteers in a supportive, enabling way to increase confidence and practical skills
5. Consulting with centre users, especially older people, about menu ideas and ensuring that the cafe provides good quality, nutritional food and refreshments made with fresh ingredients at an affordable price
6. Ensuring a welcoming and friendly atmosphere in the cafe alongside an efficient service
7. Taking overall responsibility for high standards of cleanliness, food hygiene and Health and Safety procedures in the cafe, ensuring that all staff and volunteers are aware of these procedures and, working with the Volunteer Coordinator and Development Manager, ensuring all volunteers and staff receive appropriate training
8. Providing a cafe or catering for centre events

Cafe Business Development and Financial Sustainability

9. Working with the Development Manager on the cafe business model and with the Centre Administrator on financial systems to provide information required for monitoring income and expenditure and financial reports
10. Sourcing local suppliers and developing good working relationships to ensure that the cafe can serve fresh, quality food at a reasonable price. The cafe aims to operate on an ethical basis – for example using Fair Trade and/or organic and other fairly traded goods wherever possible
11. Setting up procedures for effective financial control to include cashing up systems and daily sales records, so that the cafe operates within budget and meets targets for sustainability
12. Setting up systems for ordering stock to maintain quality and minimise wastage

Special Working Conditions

13. To work evenings and weekends as and when required.

14. Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

Other responsibilities as part of the Kirkgate Centre staff team

15. Attending regular team meetings

16. Writing a brief monthly report for the Trustees and the staff team

17. The Job Description is not to be taken as a completely exhaustive list of duties and may be reviewed in the light of changing needs and developments. Any changes will be fully discussed with the post holder. The post holder may be required to carry out other duties appropriate to the seniority and scope of the post.

Personal Specification – Cafe Coordinator

E= Essential / D= Desirable

Experience	
A minimum of 2 years' experience of managing a cafe or similar food related project including business planning, budgeting and stock management	E
A minimum of 1 years' experience of cooking with fresh ingredients in a cafe or catering business	E
A minimum of 2 years' experience of supporting and managing volunteers and/or staff	E
Experience of working with older people	D

Training and Knowledge	
A current Food Safety in Catering certificate to be produced at interview	E
An up to date working knowledge of Health and Safety issues relating to a cafe/catering environment	E
Knowledge of the Local Authority's Food hygiene rating system	E
An understanding of environmental and sustainability issues around food	E
Willing to attend relevant training	E

Skills	
To manage all aspects of café operations including ensuring fresh food is cooked and served food to a high standard using the best ingredients within a budget and with the minimum of wastage	E
Able to enthuse, support and manage volunteers and/or staff to deliver a quality café experience	E
Good financial skills particularly relating to budgeting and stock control	E
Able to create and maintain practical record keeping systems, for example to ensure good hygiene standards, safe food preparation, managing costs and stock control.	E
Well organised and able to manage your own workload	E
Able to work on your own initiative as well as with others collectively	E

Attributes	
Committed to creating a community cafe which is accessible and affordable to wide cross section of the community and is financially sustainable	E
Approachable and friendly and able to communicate with a wide range of people	E
Passionate about great food and able to communicate this to enthuse others	E