

GL11 Community Hub

Job Description

JOB TITLE: Community Training Café Organiser

REPORTS TO: Learning & Training Co-ordinator

HOURS: 21 hours per week Term Time only

SALARY: £9.75 - £10.66 per hour plus holiday pay

JOB PURPOSE:

The GL11 Café is at the heart of GL11 Community Hub and is open 5 days/week. We have a team of volunteers and trainees supporting the café, The Community Training Café Organiser juggles cooking and serving, supporting and training volunteers, delivering kitchen qualifications, managing food deliveries, menu planning, stock control, hygiene and much more. The café has 3 weekly food donations, and has a monthly budget of £150 to top up supplies.

The flexible and enthusiastic Community Training Café Organiser will work with the Community Training Café Tutor to develop and grow the café to provide affordable healthy meals in a friendly environment, whilst supporting volunteers, learners and customers.

Key Tasks:

Café development

- Create an attractive and appropriate café environment
- Consult GL11 users and respond to needs
- Increase café footfall and turnover, increasing numbers of both internal and external customers
- Develop café marketing and outreach
- Recruit and train volunteers to assist in running the café

- Expand and develop café, aiming to be extend opening hours and days
- Plan menus and pricing that are affordable and profitable

Café organising and running

- ensure that we have sufficient supplies needed to maintain the menu.
- make maximum use of food donations
- to prepare and cook whatever is necessary to maintain the menu
- to supervise café volunteers in their work
- support and train all volunteers of varying levels of abilities and skills
- provide a friendly and efficient full service to all customers at all times
- ensure health and safety and food hygiene standards are maintained and monitored at all times
- ensure the café areas inside and out, are clean, safe and hygienic at all times

General

- To work pro-actively as part of a team to support activities/events
- To ensure all services are equally accessible to everyone within the community
- To work within GL11 Community Hub policies, including Health and Safety and confidentiality
- Other tasks as required.

Person Specification

Essential

- Experience of working in a café environment
- Experience of cooking imaginatively and confidently using varied ingredients
- Experience of supervising and training a wide range of volunteers of mixed abilities
- Fantastic customer service and communication skills
- Experience of food handling and food hygiene
- Experience of managing a budget and cash handling
- Excellent teamworker, ensuring a happy, thriving working environment
- An understanding of and a commitment to community development, equality and diversity
- Honest, efficient and reliable