**Southern Brooks Community Partnerships**

**JOB DESCRIPTION**

**POST TITLE:**  Community Development Cafe Manager

**RESPONSIBLE TO:**  Business Development Manager

**RESPONSIBLE FOR:**  Cafe staff and volunteers

**Hours:**  18 hours per week (6mth fixed term contract)

**Salary:** £11.50 per hour

**AIMS AND OBJECTIVES**

This is an exciting time in Patchway as we are establishing a new Community Hub, in partnership with Coniston Community Centre. We will be working closely with the community and other local partners to make sure that the Hub meets the needs of the local. As well as being a great cook, with a genuine understanding of the business, you will relish the opportunity to lead new community initiatives.

Patchway is designated as a “priority neighbourhood” as it falls in the bottom 20% Indices of Multiple Deprivation (IMD).

We have a mission to build “Strong Communities Powered by People”.  We know that successful communities have people who are excited by change, learning and working together, able to influence decision making, have the skills and confidence to be involved in their communities, able to make healthy choices as well as building and sustaining good relationships. Your role will help us achieve this vision by helping more people engage with our new community hub through Café engagement.

**TASKS AND DUTIES**

* Create a welcoming environment for community members from a range of backgrounds
* Initiate community events to promote good health and wellbeing in the community, in line with the diversity calendrer
* Work towards the realization of SBCP strategic vision of a Community Hub
* Work closely with the Patchway Hub Manager and Community Development Coordinator to understand what the local community and partners want from the Café and the Hub and to feed that back into the Hub strategy.
* Work with other members of the Southern Brooks team and partners to make sure people who come to the café know about and can access other activities and services run by us and partners.
* Staff management and team leadership
* Volunteer and apprenticeship management including helping to develop skills and confidence in individuals who may have complex issues in their lives
* Identify, recruit and support volunteers to support the cafes operations and develop new initiatives
* Lead community events working in partnership with community groups
* IT competencies in Microsoft, SharePoint, Smart tills and Customer Relationship Management Tools (preferably Charitylog)
* Promote the Café using social media platforms
* Produce daily, weekly and monthly financial and performance-based management reports
* Keep stock control and waste management records with a view to control costs
* Design and cook specials menus using Fare-share stock
* Labelling all foods indicating allergies and sell by dates
* Comply with Health & Safety legislation and food hygiene regulations
* Creating menus and pricing analysis
* Marketing and business promotion- including developing the hospitality offer
* Fundraising innovation including the continuation of theme nights, charity table and raffles
* Maximise revenue generation
* Maintain good working relationships with internal and external customers and can identify business opportunities for the whole organisation
* To provide a varied and nutritious menu within budget available
* Preparing high quality buffets catering for external customers
* Cash Handling
* Key Holder responsibilities
* Work and or sit on the Board of Directors

**This list of duties is not exhaustive**

**SPECIAL NOTES AND CONDITIONS**

To ensure that you contribute to the health and safety and security of self and the environment. To ensure that Basic Food Handling training is updated at least every three years.

SBCP is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults.

This post is subject to a Data Barring Service check (DBS) and is exempt from the Rehabilitation of Offenders Act. All offences will be considered.

In return for your commitment and dedication to SBCP we offer, regular training opportunities, active supervision, and individual development plan, together with working in a fully supportive team.

**DATA PROTECTION ACT 1984**

All employees are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner. Duties and obligations under the Act that relate to this post will be explained to the post holder upon appointment

**PERSON SPECIFICATION — CAFE MANAGER**

**Selection Criteria**

To enable us to shortlist in a fair and unbiased way it is vital that you provide us with enough information to demonstrate how you meet or exceed the criteria outlined in the vacancy description. Please include this information in the knowledge, skills and experience section of the application form.

**ESSENTIAL (Must have)**

* Experience of multi-agency working
* Experience of co-ordinating meetings
* Significant experience of work (in a paid or voluntary capacity) in the community
* Experience of working with volunteers including understanding how to motivate and retain volunteers
* Knowledge and experience of fundraising
* Relevant qualification in catering
* Basic Food Hygiene certificate
* Experience of managing staff, volunteers and apprentices
* Experienced leader with the ability to demonstrate good practice
* Experience of working to budgets
* Experience of marketing and obtaining new business
* Good IT skills and excellent organisational skills
* Understanding of Health & Safety legislation
* Self-motivated and a self-starter and able to cope under pressure
* Experience of stock control and cash handling
* Excellent communication and teamwork skills
* Hardworking with a flexible approach to working hours
* Able to thrive in a challenging environment