

Role Profile

Role Title:	Community Café Coordinator
Department:	Services
Reporting To:	Community Services Manager
Hours:	15 hrs per week – around lunchtimes and occasional evening
Salary Range:	SCP 6 (£19,171) – SCPSCP 11 (£21,166)

Overview

Woughton Community Council is the council closest to the communities of Netherfield, Coffee Hall, Eaglestone, Tinkers Bridge, Leadenhall, Peartree Bridge and Beanhill. Supporting a population of around 14,000 people, the parish has some challenges but is a vibrant and welcoming community. An innovative and forward-thinking council, we are committed to the highest standards of delivery in everything we do.

This role sits at the heart of the community department, focusing on ensuring that the council priorities of addressing food poverty and reducing waste are met. Working with colleagues from across the council, partners from outside agencies and volunteers, as well as members of the local community, you will be working to develop this project that support access to affordable and nutritious food, providing a welcoming environment and supporting community members and groups (including some already in place) to work collaboratively towards the provision of a Community Café.

We are looking for someone with an understanding of menu creation and café management, who can work to develop a team of volunteers and support provision of the community café, ordering and managing supplies and ensuring the highest standards of hygiene and service delivery.

With a committed, passionate team in place, the right applicant has a chance to make a real difference to the lives of local people, whilst developing professionally in a friendly and supportive environment.

Key Duties

Your key duties include, but are not limited to the following:

- Creating menus and meal plans, ordering and obtaining relevant supplies including use of the FairShare app (donations from food suppliers)
- Ensuring all foodstuffs are booked in, recorded and stored in line with policy and best practice
- Managing the staffing rota for the Community Cafe opening, using self, colleagues, councillors and volunteers
- Providing / obtaining training to officers and volunteers around use of the community café
- Creation, in partnership, of a range of publicity materials to encourage use of community food projects
- Liaison and partnership work with other services, officers and projects within the council and with external agencies and individuals to promote efficiency, joint working and collaboration.

- Developing a range of sessions within the Community Café, including use of donated food to create healthy and nutritious meals in partnership with other agencies, volunteers and colleagues
- To maintain high standards of cleanliness and hygiene at all times
- To work as part of the Community Team, promoting the services and the council across the community

Person Specification

Essential

- An understanding of meal preparation and menu planning
- An understanding of the ethos of community cafes, food waste reduction and environmental issues associated
- Full driving licence
- Experience of working with community groups
- Knowledge of project management
- Ability to work as part of a multi-disciplinary team
- A warm, welcoming and non-judgemental approach
- Ability to work flexibly, making collections from donors as and when needed
- An understanding of health and safety, food hygiene and other relevant legislation (additional training can be provided)
- Basic to intermediate IT skills (e.g. Microsoft Word, Excel, Outlook).

Desirable

- Current Food Hygiene certificate (training can be provided if not in place)
- Staff / volunteer management
- Understanding and experience of publicity and promotion of events, projects or services
- Access to own vehicle (expenses are payable for this).

In return we offer:

- We are a Living Wage employer and offer a competitive salary range.
- We offer flexible working options
- We are a Mindful employer, supporting positive mental health and wellbeing
- We encourage access to training and development opportunities, with excellent levels of support and a focus on professional development
- We offer a 'Bike to work' loan scheme, providing tax free loans for bikes and cycling equipment
- We offer an excellent Local Government pension scheme, good levels of annual leave and excellent terms and conditions (including annual incremental pay rises, sick pay, dependents leave and similar).