

Café Manager Fearon Community Association Ltd

Job Title:	Café Manager
Job Location:	Fearon Community Centre
Responsible to:	Centre Manager
Responsible for:	Managing our community run Café in the Hall
Salary:	£20,000 per annum
Hours:	37 hours, to be agreed. Flexible working.
Key Role:	<ul style="list-style-type: none"> Working closely with our Centre Manager and the Activities and Bookings Manager to transform our café from a poorly attended lunch club to a sustainable café and a platform for community and stakeholder involvement Create a viable catering social enterprise that has the turnover to meet its own staffing and running costs. Provide a vehicle to connect people through food and an opportunity for volunteers to gain skills and experience of working in a catering environment. To build confidence through interaction with co-workers, other volunteers and users of the café and hall. This is an experience that is not readily available, particularly to those more vulnerable members of our community.
Main Tasks	<p>To be accountable/responsible for:</p> <ul style="list-style-type: none"> managing the café, meeting all food safety regulations, and run efficiently to make best use of donated and bought food supporting volunteers. Identify training opportunities and skills development available from volunteering opportunities developing the café as a platform for service delivery by providing a safe, calm and friendly space where service users can be brought for lunch and activities. the café offering will support our morning and afternoon activities by offering drinks, light refreshments and lunches. develop and create a catering business plan to increase turnover. working with the Activities and Bookings Manager to increase the users of the café through marketing and promotional offers. Develop and apply monitoring feedback at least once a quarter, following discussion and agreement with the Centre Manager Gather outputs and outcomes on a monthly basis under the direction of the Centre Manager and submitting them once a month to be included in an agreed template Have an awareness of budget restrictions

	<ul style="list-style-type: none"> • Work as appropriate, in practical and co-operative ways, with a range of partnerships • Support the Centre Manager in the management of the community centre and ensure it is a safe and welcoming venue, promoting wellbeing, maintaining our strategic partnership objectives. • Be accountable and report to the Centre Manager and the Directors of Fearon Community association. • Support existing groups and promote new centre usage to both maximise income and meet needs of the local community. • To actively promote Equality and Diversity across all service areas of this projects.
General Tasks	Need to work flexibly across the week, including Saturdays and occasional Bank Holidays.
Flexible Working Conditions	To work flexible hours as agreed with the Community Centre Manager
<p>Health and Safety</p> <p>Staff Members have responsibility in ensuring that their working environment is healthy and safe and that staff and volunteers for whom they are responsible are not placed at risk. Staff will adhere to the current Equal Opportunities and Health and Safety Policies for Fearon Community Association as appropriate to their role and adopt and adhere to the established Risk Assessment Procedures.</p>	
<p>Other:</p> <p>The post holder will be required to undergo a full Disclosure and Barring Service (DBS) check.</p>	