



COMMUNITY CAFÉ WORKER JOB DESCRIPTION

The Lodge is a new café (and community hub) opening in August 2018. We are looking for a dynamic Community Café Worker to support the operation of the café and deputise for the manager when they are absent.

The Lodge Café is overseen by ASH Community Interest Company with the backing of three major community groups. Our plan is to create a café that is both commercial successful and improves lives in East and West Bowling.

Job Title:	Community Café Worker
Location:	Bowling Park Lodge Cafe, BD4 7TL
Reports to:	Café Manager
Scope:	To support all functions of the Lodge Cafe including the running of a busy community enterprise cafe, providing good food, quality standards and a great customer experience
Remuneration:	£9 per hour plus benefits



ABOUT THE LODGE CAFÉ, BOWLING PARK

The Lodge Cafe is set in the beautiful surroundings of the historic Bowling Park. We aim to make Bowling Park a destination for residents and non-resident alike, thereby increasing use of the Park, drawing the community together, and generating hope.

The centre-piece of the development is the café itself. This enterprise will offer a high-quality customer experience, including coffee, tea, cakes, meals and a small children's play area. It will also provide opportunities for apprenticeships and volunteering for promising individuals identified by partner community organisations (with these programmes delivered in concert with them).

Our site incorporates three other community spaces: a separate classroom, to be used as a base for outdoor activities in the Park, an attractive lounge and celebration venue upstairs, and a small office space. These spaces will be available to hire by local community groups, businesses and government and the successful applicant will be expected to work with these spaces to maximise footfall.

The launch of the Lodge Cafe is the culmination of six years of work by local residents: negotiating the Community Asset Transfer of the building from Bradford Council, securing planning permission and raising £400,000 for structural work and renovations. Profits from the venture will be ploughed back into the local community.

We are therefore looking for a talented and motivated individual to join Bowling Park Lodge Cafe.

The ideal candidate(s) for the job will have experience in a catering environment, including food preparation and leadership of temporary staff and volunteers. Experience in the café and voluntary/charity sector would be an advantage. Full training and support will be provided to allow the successful candidate to develop further in their career.

WORKING HOURS

A basic contract of 16 hours a week, but rising to 37.5 hours during peak periods, such as the Summer months (the post will therefore start at 37.5 hours a week). There may be potential for the post to become full-time year-round in future. The post holder will be expected to work flexibly within the opening hours of the café, which will include weekends and bank holidays, and may include early working.

REMUNERATION

£9 per hour, plus benefits.



KEY DUTIES

- To work as a member of a busy cafe establishment fulfilling cafe functions such as food and drink preparation, customer service, clearance, cleaning, planning, and hygiene.
- Supporting the volunteers in the catering team
- To act as deputy in the absence of the Cafe Manager

PLACE MANAGEMENT

- Ensuring that excellent customer service is provided at all times
- Health and Safety and Food Hygiene Standards maintained

PEOPLE MANAGEMENT

- Leadership of shifts when the Café Manager is absent

PRODUCT AND PROCESS MANAGEMENT

- Signing off goods and supplies
- Ordering and stock control (reports to Cafe Manager)
- Financial management – cashing up and day-to-day paperwork and financial checks
- Support in developing new menus (as part of a team)
- Support for special events throughout the year, e.g. Christmas Meals, themed events

PRACTICAL MANAGEMENT

- Support in developing accessible menu plans for Catering Team
- Support in developing accessible instruction manuals for Catering Team
- Ensuring reasonable adjustments in place for all staff members as required

PARTNERSHIP MANAGEMENT

- To develop partnerships with stakeholders with an interest in Bowling Park and the surrounding area such as service providers, employment providers and local schools, colleges and universities to establish the best opportunities for people accessing the café and to use the business to benefit the local community.
- To work with partner groups to offer apprenticeships and other schemes of benefit to the community.



PERSON SPECIFICATION

ESSENTIAL QUALITIES	Assessment Method: Application (A) Interview (I) References (R)
Experience working in a busy cafe/catering environment (including drinks preparation)	A/I/R
Experience of food preparation	A/I/R
Managing day to day finances and financial procedures	A/I/R
Experience of leading a small team	A/I/R
IT skills including Excel and Word	A/I/R
Health and Safety experience	A/I/R
Good written and verbal communication skills including reporting skills	A/I/R
Ability to respond positively to a pressurised environment and adopt a positive approach to problem solving	A/I/R
Excellent team player	A/I/R
DESIRABLE	
Experience of working with volunteers	A/I/R
Experience of working in the charitable sector or with vulnerable groups	A/I/R

PERSONAL	
Ability to work flexible hours if needed including evenings and weekends	A/I
Self motivated with a willingness to learn	A/I
Ability to work as part of a team and use initiative as expected with the role	A/I
Excellent communication skills at all levels	A/I
Enthusiastic, engaging, positive personality	A/I
Ability to undertake the physical work associated with running a busy cafe – (may include lifting of equipment and supplies if needed)	A/I



HOW TO APPLY

For an informal discussion about this position please contact
richard@foresighteconomics.co.uk

To apply for this position please send a recent copy of your CV (no more than 4 sides of A4) and a covering letter outlining your suitability for the role (no more than 3 sides of A4) to richard@foresighteconomics.co.uk, no later than 11.59pm on 14th June 2018. Interviews are likely to be held in the week commencing 18th June.

Full terms and conditions will be made available on offer of appointment.
A full DBS check is required with this post.

