



**NEETSIDE COMMUNITY CENTRE**  
Bude and Stratton Community Project

**Community Café Co-ordinator - Job Description and Person Specification.**

**Role description**

To oversee all aspects of running a Café within Berries Community Café, in line with the vision for the Community Café and Bude and Stratton Community Projects (BSCP) charitable objectives and key targets.

£13 per hour

25 hours per week.

Over a period between Tuesday to Saturday and some evenings

Fixed term contract until 31<sup>st</sup> August 2025.

Location of work: Berries Community Cafe

Holidays 5.6 weeks plus all bank holidays pro rata

Notice requirement: 3 months

Probation period: 3 months

The role will involve some lone working.

**Responsible to:**

Responsible to the BSCP Manager and employed by Bude Stratton Community Project.

**Responsible for:**

Café Volunteers, both Front of House and Kitchen, in collaboration with the Events and Volunteer Co-ordinator

**Project Outline**

Berries Community Café, the first of its kind in Bude and the surrounding area has been established by Bude Stratton Community Project, the CIO who also own and manage Neetside Community Centre. Developed to work in partnership with Neetside Community Centre, and with a café at its heart, Berries Community Cafe provides an informal, welcoming and inspiring community space, from which visitors of all ages, denominations, cultures and backgrounds can seek support, advice, new skills, socialize and come together to develop our local community and meet its resident's needs.

The building and its activities will be delivered by two members of staff and a team of volunteers, supported by the staff team at Neetside Community Centre. Whilst the Volunteer and Events Co-ordinator and the Cafe Co-ordinator occupy separate roles, they need to work closely together to ensure the smooth running of the building. Both staff members are tasked with supporting income generation activities either through activities or food sales.

There is a budget to cover food and product costs which the Co-ordinator will administer, alongside a target income for the café to achieve. We are keen, where possible and appropriate, for the café to support and source products from a network of local community suppliers including CIC's and the local economy e.g. Refill Shop, Cornwall Grows CIC.

**Main duties and responsibilities**

1. To set and review menus on a 6 monthly basis that provide healthy, and where possible, locally sourced food, at a reasonable cost. This will include identifying and negotiating with local producers and suppliers
2. To source, order (and collect) supplies/stock, within budgetary constraints and in a timely manner

3. To cook, bake, cover volunteer absences when necessary, providing specials or additional options for the menu, and on occasions utilising food donated from 'one off' sources.
4. To establish, (if required), implement and monitor Food Safety good practice.
5. To work closely with the Volunteer and Events Co-ordinator to supervise and train front of house and kitchen volunteers, including presentation and set menu items to ensure a consistent quality and standard of food and drink
6. To encourage and inspire volunteers by collaborating with them on café ideas, menus, and community food events in liaison with the Volunteer and Events Co-ordinator
7. To work closely with the Volunteer and Events Co-ordinator to develop food related activities and events, outside of its public opening hours, if appropriate, funded and income generating. e.g. lunch club, community bar-b-que, speciality nights
8. To work with the Volunteer and Events Co-ordinator to draw up a schedule for the year of special and significant events and dates and plan activities at Berries to support these.
9. To liaise with the Volunteer and Events Co-ordinator to prepare and/or ensure volunteers are in place to support food provision during and outside of public opening hours or for hirers of the space e.g. tea/coffee for workshops, sandwiches etc
10. To monitor Café expenditure and income and produce reports supported by the Office and Finance Administrator.
11. To follow internal financial processes including cashing up at the end of the day and keeping meticulous financial records
12. To follow and where necessary ensure adherence of BSCP Policies and Procedures, including Financial, Health and Safety, Safeguarding, Equalities, Diversity and Inclusion, and Volunteer policies.
13. To deputise for the Volunteer and Events Co-ordinator in their absence
14. To be first point of contact, along with the Volunteer and Events Co-ordinator, for hire enquiries and administer hire paperwork as required.
15. To be responsible for opening and closing the building on working days or out of hours events if required.
16. To deal with any building emergencies such as – safe evacuation of building.
17. To record pertinent information in daybook ensuring good continuity between staff.
18. To promote the community café, especially to all relevant service providers and voluntary groups in Bude and Stratton
19. To represent the organisation in a professional and appropriate manner at all times by considering punctuality, personal appearance and boundaries, including diversity and equality of opportunity
20. To adhere to the principles and policies of Bude and Stratton Community Project
21. Any other duties appropriate to the role as agreed with the BSCP Manager or BSCP Trustees.

## Person specification

|            |   | Essential or Desirable | Application (A)<br>Interview (I)<br>Presentation (P)<br>Test (T) |
|------------|---|------------------------|--|
| Education  | Maths and English GCSE or equivalent at C grade.  | E                      | A  |
|            | Level 3 Food Safety and Hygiene or equivalent   | E                      | A  |
| Experience | Chef/Cook with at least 3-years' experience   | E                      | A/I  |
|            | Proven experience of running/leading in a café or restaurant environment  | E                      | A/I  |
|            | Proven experience of co-ordinating a team or group (employed or volunteers)   | E                      | A/I  |
|            | Proven experience of implementing food safety procedures  | E                      | A/I  |
|            | Proven experience of establishing, reviewing and adapting menus   | E                      | A/I  |
|            | Proven experience of setting, or working, within budget and driving sales   | E                      | A/I  |
|            | Previous experience of being a key holder   | D                      | A/I  |
| Skills     | Proficient in analysing data and utilising to adjust menu/opening hours/activities offered  | E                      | A/I  |
|            | Excellent communication and listening skills  | E                      | A/I  |
|            | Ability to prioritise/multi-task and be highly organised including attention to detail  | E                      | A/I  |
|            | Ability to work under own initiative/Self-motivated   | E                      | A/I  |
|            | Ability to be resourceful when appropriate, especially with food.   | E                      | A/I  |
|            | Ability to inspire and empower volunteers and colleagues  | E                      | A/I  |
| Knowledge  | Good working knowledge of Outlook email, Excel, Word, Social Media, including Instagram & Facebook  | E                      | A/I  |
|            | Understanding of good front of house procedures, food safety, customer service/flow, connection to kitchen  | E                      | A/I  |
|            | Good local knowledge e.g. suppliers/groups/facilities in the area   | D                      | A/I  |
| Other      | Enthusiasm and passion for the community café and working with volunteers   | E                      | A/I  |
|            | Ability to work flexibly  | E                      | A/I  |
|            | A good understanding and ability to empathise with the core purposes of Bude-Stratton Community Project   | E                      | A/I  |
|            | Ability to innovate, be creative, pro-actively seek out opportunities to promote the cafe and its work, inspiring volunteers and the community to see the cafe as a welcoming, stimulating and inclusive environment at the heart of the community. | D                      | I (P)  |