**Upcycle Birmingham CIC**

**Job Description**

**Part Time – Café Coordinator**

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| Job title: | Café Coordinator |
| Hours: | 20 hours per week delivered through the week, Monday - Friday mornings (9.00am -1.00pm) |
| Pension: | 1% employer’s contribution (auto enrolment) |
| Annual leave: | 27 days per annum + statutory bank holidays pro rata |
| Tenure: | Permanent Part Time - ongoing subject to funding |
| Based at: | The Meeting Place Café, St Gerard’s Church Centre, B35 6JT |
| Responsible to: | Community Services Coordinator |
| Responsible for: | Managing a team of staff and volunteers to deliver The Meeting Place café. |
| Role purpose: | 1). To ensure that The Meeting Place café is operating successfully, in a sustainable way and is compliant with regulations relating to catering establishments.  2) To display a confident, friendly and helpful attitude.  3) To manage a team of staff and volunteers ensuring that the Café is resourced appropriately. |

**Background information:**

**Key accountabilities/job purpose:**

**Specific Tasks**:

1. To ensure that The Meeting Place Café is compliant with all Health and safety and other requirements needed in a community café and to maintain necessary records to prove compliance.
2. To identify what stock is required, recommend appropriate suppliers, work with the team to ensure effective ordering and storage of stock.
3. To recruit, train and manage trainees and volunteers to help deliver a fantastic service to customers of The Meeting Place Café.
4. To identify suitable menu options which would be popular among our customers, which would incorporate affordable and healthy food and drinks.
5. To ensure that the café offers a welcoming atmosphere in keeping with Upcycle Birmingham and the ethos the social enterprise promotes.
6. To work with the whole team from Upcycle Birmingham and the community from St Gerard’s Church to ensure an effective and efficient service.
7. To undertake administration work as required to ensure the smooth running of the Café.
8. To undertake any other duties commensurate with the post as directed by the Community Services Coordinator.

**Experience Required:**

1. Knowledge and experience of the Health and Safety legislature required to operate a catering venue and the ability to implement the appropriate Health & Safety procedures.
2. Experience of working in a Social Enterprise environment.
3. Experience of cash handling.
4. Experience of working to a budget.

**Qualifications:**

**Essential:**

1. Level 3 in Food Safety & Hygiene
2. Knowledge of Microsoft Office at the level required to run the Café

**Desirable**

1. A qualification in Maths and English

**Essential Personal Attributes required**:

1. Excellent people management skills
2. Ability to organise and train staff and volunteers to the appropriate standards for their role.
3. Able to lead by example and to always promote excellence in Customer Service.

**General:**

1. At all times to work in such a way as to promote Equal Opportunities.
2. All duties and responsibilities must be carried out with due regard to Spitfire Services’ Health & Safety Policy. (our Parent Company)
3. Duties which include processing of any personal data must be undertaken as directed by the manager and within Spitfire Services’ data protection guidelines.
4. To undertake other necessary, reasonable duties and appropriate tasks as requested by the Community Services Coordinator
5. To work flexibly as required

**Team duties and responsibilities:**

1. To support the staff team and contribute to the organisation’s development, through team meetings, team activities and supporting contract delivery where appropriate
2. To support the development of new and improved working and systems as appropriate to the needs of the business

**Upcycle Birmingham expects the post holder:**

1. To work as part of the team to achieve our organisational goals.
2. To work towards ensuring that the Meeting Place is a sustainable social enterprise.
3. To adhere to Spitfire Services and Upcycle Birmingham’s principles and values.
4. To maintain and develop your own effectiveness within the charity, including taking responsibility for your health and general welfare and in your own professional development as it relates to the charity’s mission.
5. To be prepared to adapt to a changing environment that charities such as Spitfire Services and Upcycle Birmingham, as a developing organisation, may experience rapid change.
6. To bring to Spitfire Services and Upcycle Birmingham’s attention issues of concern that could affect its ability to achieve its objectives, including its support of you in your own role.
7. To support colleagues within the team and the organisation.

**Other:**

1. To keep up to date with developments with subjects relevant to Upcycle Birmingham and The Meeting Place.
2. To attend training sessions/seminars etc. as required by the Community Services Coordinator.

Any offer of employment will require, copies of any professional qualifications held showing competence for this role being received by us, satisfactory references and a satisfactory Enhanced Disclosure and Barring Services check.

**EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT**

Spitfire Services aims to ensure that all existing and potential employees receive equal consideration and we are committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.

**This job description will be reviewed and updated at intervals when necessary in consultation with the post-holder.**

Please note that Spitfire Services is a small dynamic charitable organisation and that we are continually monitoring our services and making changes in response to need. This may lead to changes to job descriptions; it is anticipated that employees will be supported in coping with changing job descriptions where appropriate through, for example, the provision of suitable training.