

Job Description and Person Specification



Job Description

Job Title	Café Co-ordinator
Grade	3
Service	Internal Provider Mental Health
Reports to	Enterprise and Business Coordinator
Location	The Pod, 31 Far Gosford Street CV1 5DW
Job Evaluation Code	Y5765D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

To ensure the café supports the ethos of the Pod and Food Union by offering a low-cost menu that celebrates the diversity of the city and demonstrates the wellbeing impacts of using low cost, fresh, locally sourced ingredients: enabling food as a catalyst for equality.

To lead and coordinate café operations supporting the manager in maintaining a forward plan that both dovetails and supports the Food Union and Time union ethos, promotes well-being agenda, and strengthens our cultural impact. To increase our reach and impact through the development/delivery of supper clubs, and active involvement at the Pod's Food Union sites.

To maintain customer focussed efficient Café operation and service, ensuring ordering & stock control operations achieve effective value and have minimal environmental impact

Lead on Health and Safety across the Café and the kitchen and ensure safe practice in all associated activities at the Food Union sites.

Main Duties & Key Accountabilities

Core Knowledge

1. Ensure the café offers a continually evolving menu which is inspired by Food Union collaborators/activists, seasons, cultures, and mindful eating, that is low cost, fresh, healthy, and experimental - creating an impetus for people to be adventurous in their choice making and involvement levels.
2. Lead and/or have oversight of day-to-day café operations, menu planning, cooking, stock control and ordering this ensuring minimum food waste and best value
3. To ensure the café and all associated areas have high levels of cleanliness, hygiene, and team presentation always in accordance with Food Safety Act 1990
4. Maintain and regularly review the cafes "healthy locally sourced food at low cost" provision and promote and develop access and take-up of this.
5. To be mindful of the environmental impacts of food production and minimise food waste.

6. Engage positively in and contribute to the forward plan for the café, to develop opportunities which promote The Pod Cafe, build capacity and ensure effective operation at high capacity/customer levels.
 7. To develop safe systems of work both within the Pod Café and when preparing, cooking, and serving food at outdoor Common Ground events at the Food Union site.
 8. With a focus on our 'Soil to Table' Ethos and working closely with Food Union, pro-actively collaborate and develop relationships with external organisations to achieve mutually beneficial out-reach relationships, and opportunities for collaborative Supper Club events and/or funding bids.
 9. Ensure regular engagement with the Pod's Manager and Enterprise and Business Development Co-ordinator to assess priorities to inform the social account, review café's business planning, and review the café's current and on-going funding strategy.
 10. Monitor and maintain the cafes relationships with Council / internal departments and keep abreast of local and wider policy initiatives.
 11. Regularly research the food initiatives to ensure that the menu is high quality, original, diverse, and competitive.
 12. To work with the Enterprise and Business Co-ordinator to ensure information is available for budget reports and funding bids, and give support as required to ensure that funding and service level agreement and funding conditions are met and submit monitoring returns as required
 13. Engage positively in supervision, performance management, relevant training, and professional development and to contribute positively to staff meetings
 14. Develop the City Council's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken and to pro-actively create opportunities to facilitate cross cultural cohesion
 15. To be a key holder for the Pod and take the lead on for Health and Safety issues relating to the café premises (café, main kitchen) and developing safe systems of work for all associated activity.
 16. To work occasional evenings and weekends as needed, with prior agreement.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Members of the public as Café Customers Coventry and Warwickshire Partnership Trust Integrated Care Board UCHW charities together (funding a project) Coventry Allotment Association Sherbourne Valley Allotments University of Warwick Coventry University Tin Music and Arts Coventry Cathedral Fargo Village Coventry Feeding Coventry Time Union Members Food Union Members	Internal Internal Provider Services Finance (Procurement and Purchasing Card) Building Compliance (Repairs) Environmental Services (Food Safety)
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A



Person specification

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Knowledge	
Health and safety legislation particularly as it relates to catering and hospitality	
Policies relating to food inequality and/or public health and projects that aim to tackle these issues for example Feeding Coventry, Coventry Food Charter, the work of CAWR and Land Workers Alliance.	
Skills and Abilities	
To prepare from raw ingredients a selection of dishes for up to 50 customers a day that are low cost, wholesome, authentic, flavoursome, that are plant based (vegan) and use fresh and locally sourced ingredients and reflect the cultural diversity of this city	
In carrying out risk assessment, developing safe systems of work both in the kitchen and at events.	
To work collaboratively with other organisations/stakeholders and community members and be skilled at engaging customers and developing a shared understanding of our soil to table ethos.	
To promote/market the service in a variety of ways to sustain current income level and generate new custom and or external funds	
To carry out a range of market research to ensure the venture is competitive, innovative, well placed in the market, adaptive and able to respond to market trends.	
Ability to facilitate costing exercises to inform day to day operational activity, business plans and the social account	
Inter-personal skills to include diplomacy and assertiveness with respect to customers, commissioners, and collaborators	
Communicating and presenting information effectively, authoring reports and engaging a broad stakeholder group	
To have oversight of budgets, purchasing (using purchasing card and with approved suppliers), supplier relationships and stock control and with the Business and Enterprise Development Coordinator working to ensure the café achieves value for money and social return on investment.	
To use the Microsoft and Outlook suite to include word, excel and project.	
Experience	

Running a café, community food project or an allied enterprise
Assessing risk and developing safe systems of work and robust health and safety systems of work
Liaising with statutory bodies to include licensing, public health, environmental service, and procurement
Partnership and collaborative working
Qualifications
Commitment to continued professional development
To hold Level 2 Food Hygiene or to be committed to achieve.
Special Requirements

Date Created	30. 10. 2015	Date Reviewed	14.01. 2026
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