



Coventry City Council

## Job Description

<b>Job Title:</b>	Café Coordinator	<b>Job Number:</b>	
<b>Services:</b>	Internal Provider Mental Health	<b>Grade:</b>	3
<b>Location:</b>	The Pod, 31 Far Gosford Street		

### 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.

### Job Purpose:

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 and Responsibilities:

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



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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, training kitchen, main kitchen, front of house) 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.

The post holder must comply with Coventry City Council's health and safety policy and is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

<b>Responsible for:</b>		<b>Responsible to:</b>	<b>Enterprise &amp; Business Development Co-ordinator</b>
<b>Date Reviewed:</b>	<b>3.8.2021</b>	<b>Updated:</b>	<b>3.8.2021</b>



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## Person Specification

<b>Job Title:</b>	Café Coordinator	<b>Job Number:</b>	
<b>Services:</b>	Internal Provider (Mental Health)	<b>Grade:</b>	3
<b>Location:</b>	The Pod, 31 Far Gosford St, Coventry.		

Area	Description
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<b>Knowledge:</b>	Health and safety legislation particularly as it relate 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.

<b>Skills and Abilities:</b>	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 ensuring the café achieves value for money and social return on investment.
	To use the Microsoft and Outlook suite to include word, excel and project.



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<b>Experience:</b>	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

<b>Educational:</b>	
	Commitment to continued professional development
	Level 2 Food Hygiene

<b>Special Requirements:</b>	
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<b>Date Reviewed:</b>	<b>3.8.2021</b>	<b>Updated:</b>	<b>3.8.2021</b>
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