



Community Cafe Manager

JOB DESCRIPTION

Job Title : Community Café Manager

Reporting to: The Board of Trustees

Based at: Howe of Fife RFC, Duffus Park, Cupar

Job purpose:

The Community Café Manager is responsible for the successful operation of the café at Howe of Fife RFC and its development within the local community to provide increased customer demand, a high level of customer service and quality of menu.

Key responsibilities:

1. Community engagement

- Build community relationships
- Carry out consultation as appropriate with user groups to determine future direction
- Meet with current and potential user groups to discuss the café and how it can help the wider community
- Make links with the neighbouring Sports Centre
- Plan appropriate promotion and marketing to increase interest and uptake in café services

2. Run a community café

- Develop a varied and attractive hot and cold menu reflecting consultation results
- Promote affordable healthy eating
- Work within budget limitations and control waste
- Create a welcoming environment and increase use
- Ensure a high standard of food and service
- Ensure a high standard of cleanliness

3. Staffing and management

- Recruit, manage and support volunteers and offer meaningful opportunities
- Maintain agreed opening hours