



# 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