



Ribble Valley Foodbank Cafe Lead

Job Description and Person Specification

The Trustees of Ribble Valley Gateway Trust are seeking to appoint a well organised and reliable Cafe Lead to support the management and coordination of the Olive Branch Cafe. We would like to appoint a Cafe Lead who:

- is passionate about alleviating poverty.
- is compassionate, tactful, reflective, and conscientious.
- is motivated and able to show initiative.
- understands about food and the links with wellbeing and health.
- has excellent communication and interpersonal skills.

JOB DESCRIPTION

Responsible to: The Project Manager

Responsible for: Supporting the management and coordination of the Foodbank Olive Branch Cafe Project.

Salary: £5824 per annum

Part-time: 8 hours per week, with the Cafe opening on Fridays 9 until 1 pm.

Temporary: 1-year fixed contract with a view to extension dependent on funding.

Overall responsibility of the job: To lead the operation of Ribble Valley Foodbank Olive Branch project's food and refreshments offer, within a calm and supportive atmosphere for clients and volunteers.

Specific responsibilities:

Trussell Trust compliance

- Comply with the terms of the foodbank franchise, including standard operating procedures.

Communications

- Working with the Project and Deputy Manager to ensure the smooth deliver of the Cafe offer.

Foodbank centre(s) & Volunteers

- Liaise with the Volunteers in the kitchen and in the Cafe.

Food store

- To ensuring compliance with statutory requirements and good practice with all matters relating to food hygiene and legislation.

Food supplies

- Liaise with the Project and Deputy Manager regarding procurement and budgeting for the Cafe.

Quality Assurance

- Be part of the team monitoring the views of stakeholders.
- Be part of the annual Quality Assurance visit from The Trussell Trust.

PERSON SPECIFICATION

Experience:

- Experience of managing people.
- Experience of running similar projects.
- Experience of working or volunteering in an organisation with Volunteers.

Key Skills:

- Ability to support the management and monitoring of the development of a project.
- Good oral communication.
- Understands the culture of training to support and develop themselves and others.
- Ability to reflect and support change in response to need.
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds.

Other Requirements

- Food hygiene certification.

Training provided includes:

Induction training.

Safeguarding.

H&S, Environmental Health & Manual Handling as appropriate.

Children and adults with care and support needs.

This is one of 3 part time posts currently advertised and candidates are welcome to apply for more than one post.

Closing date: 12 Noon Monday 11 September 2023. Interview Date TBC and taken place by the end of September 2023.

Website: www.ribblevalley.foodbank.org.uk

An application form and an opportunity to visit one of the sites and ask questions about the role are available by request from: manager@ribblevalley.foodbank.org.uk.

Completed application forms to be returned via email to: manager@ribblevalley.foodbank.org.uk