



# Community Sports Trust

Underwood House, 1A Thomas Layton Way, Brentford, TW8 0SB

Email: [enquiries@brentfordfcst.com](mailto:enquiries@brentfordfcst.com)

Charity Number: 1112784

Company Number: 05602833

[brentfordfcst.com](http://brentfordfcst.com)



## Job Description:

**Job Title:** Clubhouse Social Café Manager

**Department:** Core

**Reports to:** Head of Business Services

**Responsible for:** Clubhouse Café staff & trainees/work experience

**Salary:** 38,000- 40,000 (Dependent on Experience) plus benefits.

## Brentford FC Community Sports Trust

With community work spanning three decades, Brentford FC Community Sports Trust has established itself as a pioneering organisation for the local community. It uses the power of sport to educate, motivate and inspire people from all walks of life.

Working in partnership with Brentford FC, the Trust offers a portfolio of programmes in education, health, sports participation and community engagement. The Trust has won the 'Football League Community Club of the Year' award four times and now employs more than 150 members of staff.

## The Role

We are looking for a passionate, inspiring catering/hospitality specialist to lead on training, mentoring and the hospitality operation of our new Clubhouse Café at Gunnersbury Park. The café is part of the new Community Sports hub at the site and will also double as a social and community space linking into community projects for all ages. Projects will include mental and physical health with the space acting as a central meeting/training hub. In this capacity you will work closely with the Trust Senior Manager - Health and Wellbeing.

We are partnering with the homeless charity Change Please to create a west London training hub. The successful candidate will be responsible for managing and training the café team. Our founder partners in the project are The University of West London (UWL) and the Premier League and Professional Footballers Association Fund. We are linking with the University to offer a range of immersive opportunities for their catering and business students and our Café Manager will link with them on a number of working projects.







# Community Sports Trust

Underwood House, 1A Thomas Layton Way, Brentford, TW8 0SB

Email: [enquiries@brentfordfcst.com](mailto:enquiries@brentfordfcst.com)

Charity Number: 1112784

Company Number: 05602833

[brentfordfcst.com](http://brentfordfcst.com)



The other aspect is the promotion and training in the importance of food, health and performance and the Manager will work with our Trust team to create innovative content and inspiring outreach programmes.

We are looking for a highly motivated individual who has appropriate qualifications and experience to lead the food and beverage side of the operation. They will be involved in the initial set-up of the facility (Due to open in October 2024) and the establishment of appropriate operation and health and safety procedures.

We have developed a sustainable business plan; however, you will have the opportunity of contributing to the ongoing development plan. We have the benefit of understanding who and when our customers are and even when they will arrive! This will need to be balanced with the social and community programme and whilst it will be a challenge, it will also make for an enriched role dealing with a range of people and organisations.

The Trust is a progressive, driven organisation with many facets. The Clubhouse will become one of our key hubs, also working with our stadium hub. This is a unique opportunity to combine sport and physical activity with nutrition and social projects. If you are up for the challenge of becoming part of our growing team, we would like to hear from you.

## Inclusion Statement

Brentford FCCST is an organisation which values and is passionate about diversity and inclusivity. We welcome and encourage applications from qualified candidates, including those from underrepresented groups such as those from ethnically diverse backgrounds, women, those from the LGBTQ+ community and those with disabilities. Should you require any workplace accommodations (also known as 'reasonable adjustments'), you will have the opportunity to let us know at the appropriate points in the hiring process.

## Safeguarding Statement

Brentford FCCST is committed to equality, the safeguarding and welfare of all children and adults at risk. This responsibility is shared by all staff and volunteers at the club, safeguarding is everyone's responsibility. Staff will be required to undertake regular safeguarding training to enable and reinforce a proactive approach to safeguarding. This role requires the post holder to apply all relevant policies and uphold the club's commitment to safeguarding vulnerable people to ensure a safe environment for all. This includes the timely reporting of any safeguarding concern to







the safeguarding team. We remind those barred from regulated activity that it is an offence to apply for such positions.

At Brentford FCCST we want everyone to feel valued and included. Therefore, we will do what we can to support applicants with disabilities and long-term health conditions as part of our application process. If you require any adjustments or support, please contact us on [lculcean@brentfordfc.com](mailto:lculcean@brentfordfc.com) and we will do our best to accommodate your requirements in line with the Equality Act 2010.

### General Trust Accountabilities

- To ensure compliance with all relevant policies, including safeguarding, health and safety and safeguarding policies
- To ensure compliance with the Club's Code of Conduct.
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing Brentford FC Community Sports Trust
- To keep confidential any information gained regarding the Trust and its personnel.
- To maintain a flexible approach to work at all times

### Main Purpose of Job

The Clubhouse Social Café Manager will lead on the implementation of the of café (Due to open in October 2024) and will manage the Food and Beverage Operations in line with food, and health and safety regulations.

They will be responsible for managing the day to day running of the café, providing a diverse of community and health wellbeing projects in collaboration with Trust Senior Manager - Health and Wellbeing. They will also manage and mentor staff and trainees to deliver an effective and inclusive service to customers.

### Responsibilities

#### Project Management/Service Delivery

- Lead on the implementation of the café, including the setup, adherence to food and health safety and regulations, and staffing.







# Community Sports Trust

Underwood House, 1A Thomas Layton Way, Brentford, TW8 0SB

Email: [enquiries@brentfordfcst.com](mailto:enquiries@brentfordfcst.com)

Charity Number: 1112784

Company Number: 05602833

[brentfordfcst.com](http://brentfordfcst.com)



- Development and procurement of suppliers for café to ensure efficient service delivery.
- Contribute to and delivery of project-based business plans as directed by the CEO and Head of Social, Education and Health Hub.
- Liaise with suppliers to place orders and ensure a good level of stock at all times.
- Prepare Menu's for the Clubhouse Café
- Work with other trust project managers in projects involving nutrition and hospitality.
- To cook, organise and manage the preparation and presentation of food whilst ensuring agreed standards are maintained at all times, and that any special dietary needs are catered for.
- To work towards an agreed financial forecast.

## Food Safety/Regulations

- Adherence to HACCP and all other food safety regulations and COSHH regulations., ensuring the statutory requirements are met and all necessary records are maintained.
- Working safely with kitchen equipment and ensuring that all other health and safety procedures are followed.
- To maintain a clean, healthy and safe working environment in accordance with guidelines.
- Deal with customer feedback in a courteous, efficient and timely manner, monitoring and evaluating this feedback, making appropriate recommendations and taking action for service improvements.

## People Management and Training

- To mentor staff, trainees and work experience students in the effective operation of the facility.
- Deliver appropriate training to Clubhouse Café Staff, to foster a culture of excellent customer service.
- Follow established protocols for data protection and privacy.
- Stay informed about safeguarding policies, procedures, and best practices.
- Collaborate with other team members and departments to create a cohesive approach to safeguarding.
- Participate in meetings and contribute to the development and improvement of safeguarding policies.







# Community Sports Trust

Underwood House, 1A Thomas Layton Way, Brentford, TW8 0SB

Email: [enquiries@brentfordfcst.com](mailto:enquiries@brentfordfcst.com)

Charity Number: 1112784

Company Number: 05602833

[brentfordfcst.com](http://brentfordfcst.com)



## Key Internal Relationships

- Trust CEO
- Trust Stadium Hub Manager
- Trust Trading Arm Board
- BFCCS Trust Managers and Leadership Team members

## Key External Relationships

- Clubhouse advisory group comprising BFCCST CEO, Hospitality adviser, University of West London representative, Gunnersbury Park CiC representative.
- Change Please Homeless Charity
- Brentford FC representatives
- Premier League Charitable Trust
- Clubhouse Suppliers

## Essential Criteria

- City & Guilds 706/1 | 706/2 Catering or equivalent
- Level 1,2 and 3 Food Safety Awards
- Level 2 Health and Safety in the Workplace Award
- Awareness of Control of Substances Hazardous to Health Regulations (COSHH) and chemical safety
- Experience of kitchen equipment
- Experience as a manager of operations and staff in a food and beverage business.
- Experience as a manager responsible for compliance, particularly health & safety and licensing, as well as finances in a food and beverage business.
- Experience in project management and meeting deadlines.
- Experience of supervising and training small groups of staff
- A working knowledge of budgets and gross profit margins
- Good team player





# Community Sports Trust

Underwood House, 1A Thomas Layton Way, Brentford, TW8 0SB

Email: [enquiries@brentfordfcst.com](mailto:enquiries@brentfordfcst.com)

Charity Number: 1112784

Company Number: 05602833

[brentfordfcst.com](http://brentfordfcst.com)



## Desirable:

- Experience of starting up and running a successful catering/hospitality operation
- Demonstrate flexibility of thought and creativity

## Personal Qualities:

- Excellent communication skills
- Works independently
- Organised and plans effectively.
- The ability to inspire others.
- Embraces Change

