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**Job Description**  
**Project Manager – Garden Community Cafe**  
**Ascension Community Trust**

**HOURS:** 30 hours per week  
**LOCATION:** Garden Community Café, E16 3DJ  
**RESPONSIBLE TO:** Ascension Community Trust CEO  
**RESPONSIBLE FOR:** Assistant Project Manager, Sessional Staff, and Volunteers

**MAIN AIMS OF THE POST:**

You will have the overall responsibility for our community café. This will include working with other project managers who deliver projects that run from the café.

You will oversee human resource management, food hygiene practices, health and safety, ensuring that the café adheres to all of its legal responsibilities. Working on a vision for the Café in consultation with the CEO and trustees.

You will be responsible for the training of staff, volunteers, and those on work placements, ensuring that high quality standards are kept in food and customer service customers and everyone who enters the café is treated as a valued member of the community.

You will be responsible for ensuring the café follows the charity's aims of better health, improved education and less poverty.

**DUTIES AND RESPONSIBILITIES:**

**Community Responsibilities**

1. To use the Garden Community Café as a base for community development and ensure it maintains a safe and welcoming space for all of those in the community.
2. To engage with local community residents and work in partnership with them in order to fulfil their potential and empower them.
3. To consult with local people and groups about needs and work with them in helping to achieve solutions.
4. Sustain and develop the organisation's relationship with other local organisations and statutory services.

**Youth Café**

1. To work with the Ascension Church Youth Worker and ACT Youth workers to ensure that the café space and resources can support delivery of Youth Café.
2. To ensure that the café provides a safe welcoming environment for young people accessing the youth café.

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### **Cafe Food and Drink Service**

5. To oversee and manage the regular café open hours, including ensuring that a consistent high standard of food is prepared and served on a day-to-day basis by all staff and volunteers.
6. To ensure all staff and volunteers are trained in food hygiene principles and all aspects of running the café, helping provide a good quality service.
7. Manage food quality standards by following food safety management procedures based on the principles of HACCP.
8. In liaison with the Assistant Manager ensure effective stock management, ordering of ingredients and liaising with suppliers.
9. In liaison with the Assistant Manager plan menus, making use of donated food where possible.
10. Ensure that all work spaces are kept in good working order, damages are dealt with and all café areas are kept clean and hygienic at all times.
11. Manage food quality standards by following food safety management procedures based on the principles of HACCP.

### **Personal and Professional Development**

12. To take part in training and development activities as identified in discussion with the CEO and Trustees and to take responsibility for continuous personal training and professional development.
13. To attend and participate effectively in supervision and appraisal meetings.

### **Administration and Financial Recording**

14. To monitor, record and evaluate the work at all levels, including success stories, providing reports and information as required.
15. To deal effectively with cafe correspondence and administration.
16. To communicate with customers requiring catering or venue hire and make arrangements for the effective delivery of this.
17. Together with the charity administrator and CEO, manage an effective budget for the cafe.
18. Deal with the day-to-day financial administration (invoice payments, cash handling, recording etc.) in conjunction with the ACT administrator.

### **Human Resource Management**

19. Source, recruit and train volunteers effective to continue the day to day running of the café.
20. To offer supervision to staff and volunteers, ensuring their development and training needs are met.
21. Organise and chair regular team meetings with café staff.

### **Other Duties**

22. To ensure implementation of safeguarding policies and procedures within the cafe, working in partnership with Ascension Churches' youth project, local community organisations and local schools, and to have a good level

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- of understanding as to these issues and to act appropriately should areas of concern arise.
23. To be familiar with and comply with ACT's Health and Safety Policy. In the event of any immediate danger to take appropriate action to reduce the risk of physical danger to clients, volunteers or staff and to bring these to the notice of the CEO and Trustees.
  24. To ensure that all staff and volunteers are aware of and keep health and safety and food safety standards.
  25. The post holder shall ensure that the duties of the post and those staff the post holder is responsible for are undertaken with due regard to ACT's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.
  26. It is the nature of the work of ACT that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staffs are therefore expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken as directed by the ACT Trustees.