**Lillington Children’s Centre/ South Warwickshire Local Food**

**Community Food Worker**

**Job Description**

**Key Responsibilities:**

To build on the development of the community café based in the Lillington Children’s Centre and make links with existing food projects, including the Food Co-op and the allotment

To attract a wide range of cafe customers, especially families with young children, and to create a vibrant café environment

To promote, develop and manage the Lillington Food Co-op and attract a wide range of new customers

To manage the day to day running of the café and co-op, including basic book keeping, and to lead a team of volunteers to help make the projects a success, running the café four days a week and the co-op one day a week

To develop awareness in the community of the importance of healthy eating

To contribute to the development of a sustainable future for the project

Ensure reporting to the funder is carried out on a regular basis.

**Main duties:**

**Café Management**

* To develop, promote and manage the community café on a day to day basis
* Take responsibility for the day to day book keeping for the café in partnership with the SWLF and the Children’s Centre and plan for its financial long term future
* To develop a publicity strategy
* To ensure that the café meets all current H&S legislation

**Other duties**

* To promote, develop and manage the Lillington Food Co-Op and attract a wide range of new customers
* To work closely with the allotment volunteer team
* To develop and maintain a good relationship with customers and partner agencies
* To work alongside the Children Centre Co-ordinator and the staff team to plan, deliver and evaluate the service of the café and co-op to ensure we are meeting the needs of service users and SLA

**Volunteer Management**

* Working in partnership with the Children’s Centre Volunteer Co-ordinator manage, develop and support a volunteer team working in the Community Café and the food projects
* Support volunteers in gaining skills and knowledge to enable them to move into employment

**Team Work**

* To attend team meetings, group supervisions and other internal and external meetings as required, where possible and where necessary

**Working with People**

* Raise with a children’s centre co-ordinator any concerns regarding the safety and well being of a child
* To be responsible for ensuring that all relevant waste is recycled in line with Lillington Children’s Centre’s Environmental Policy e.g. Card, paper, plastic, glass
* To support volunteer and paid staff in an equal manner
* To undertake appropriate training
* Work closely with other Children Centre staff members to ensure smooth running of the centre at all times

**Other Responsibilities**

* Key holding duties to include opening and closing the centre on occasions
* To undertake such other duties as are required and are commensurate with the grade of the post

## Note

Although the core duties of the post are set out within the job description, a flexible approach to work is essential. The post holder may be required to adapt the above duties to work in a flexible way to take account of changes to working practices (e.g. the introduction of new technology, changes to the business) or to assist in other areas of Lillington Children’s Centre work not necessarily in their job description.