



## **Job Information Pack     Catering Manager, Colinton Parish Church**

### **Introduction**

Hospitality is very important to Colinton Parish Church. In 1999 we opened the Swing Café as a not for profit venture to reach out to the community and open the doors of the church throughout the week for the benefit of the local people. The name The Swing Café was inspired by a poem by Robert Louis Stevenson whose grandfather had been the minister at Colinton. Stevenson wrote the poem about the swing in the manse garden where he had played as a child. The location of the swing can be seen, outside the Dell Room window, in the old yew tree.

The Swing Café, which is located in our building on Dell Road Colinton Edinburgh serves coffees, teas and light lunches on Monday to Friday between 10am and 2pm (with a 6 week break over the summer and a 4 week break over Christmas). The Swing Café can seat up to 34 customers. It is staffed by 70 plus volunteers from the church and wider community who are led by a Catering Manager. The volunteers are organised into ten teams. In addition, volunteers assist with shopping and the financial/bookkeeping aspects of the operation.

The Swing Café attracts a wide range of customers across all ages with a continued focus of reaching out to all. As an example, once a month we offer a lunch specifically for older members of our community, often isolated and living alone, for whom this is a major highlight of their month.

The Church is going through a period of change and through an externally facilitated Listening Project we have confirmed the value of the Swing Café to our congregation and community partners and have identified a number of potential opportunities to further develop partnerships and our outreach through hospitality. We now wish to take these findings forward.

Our current partners include the local primary schools, Braidburn School, Tiphereth (Camphill Community at Torphin), Wester Hailes Early Years Centre and Waverley Care Milestone House.

Your key relationships will be with the Minister, Kirk Session and staff of Colinton Parish Church, the volunteers, our community partners and the Swing Café customers.

You can find out more about our activities on our website <http://www.colinton-parish.com> or via our Facebook page.

We are looking for a Catering Manager to provide leadership and support to our volunteers and help us further develop these outreach opportunities. These opportunities include providing hospitality, connecting with groups in the community and giving work experience opportunities to our partners. We want someone who has experience of working with volunteers in a supervisory or management capacity and is able to engage with community partners. You will need to use your initiative and be able to work with minimum guidance to develop ideas and make changes. Whilst experience in working or volunteering in a catering environment is desirable it is not essential.

**The main responsibilities of the role are:**

1. Manage the day-to-day operations of the Swing Café, ensuring it is a welcoming and friendly environment for all.
2. Support the Minister and Kirk Session in researching, developing and leading the implementation of outreach activities involving the Swing Café and hospitality.
3. Work closely with volunteers, ensuring that the Swing Café is seen as a great place to volunteer by supporting, training, supervising and effectively communicating with all who are involved in its operation.
4. Ensure the volunteer teams have appropriate staffing rotas (including reserves) in place for both the Swing Café and home baking served there and, exceptionally, step into a volunteer role if needed. This includes assisting in the recruitment of additional volunteers.
5. Ensure that kitchen equipment is kept in good working order and is sufficient to meet requirements and to arrange for repair/replacement when necessary.
6. Develop and agree with the Minister an appropriate menu, with realistic pricing which reflects the needs of the Swing whilst seeking to balance income and costs. The menu should be updated regularly to reflect changing demands.
7. Ensure the maintenance of high standards in relation to the latest Environmental Health Department requirements (storage and handling of food, general kitchen hygiene), quality and presentation of food served and customer care.
8. Develop, oversee and maintain records for stock control and ensure that sufficient provisions are available by preparing lists for weekly and bulk shopping and that daily shortfalls are identified and addressed by the teams.

9. Liaise with the volunteer finance assistants to enable them to complete the financial/ bookkeeping activities relating to the Swing.
10. Liaise with partners and volunteers to develop and deliver appropriate work experience placements that meet the needs and requirements of community partners.
11. Support Colinton Parish Church in delivering congregational events involving hospitality, the exact involvement to be agreed with the Minister on an event by event basis. (typically between 6 and 10 per year).

**The key knowledge, skills and/or experience we are looking for in the successful applicant are:**

Working with, motivating and developing volunteers  
Good team player able to lead a team and take initiative to develop and implement changes  
Excellent interpersonal skills able to engage with a wide cross section of people across all ages  
Able to use Microsoft Word and Excel  
An interest in cooking and healthy eating  
Sympathetic to the ethos and values of the Swing Café

**Terms and conditions of the post**

In the first instance, the contract will be for a period of 12 months.

The salary for this post is £8,400 (£21,000 pro rata).

The hours of work for this post will be 15 hours a week over 5 days (Monday-Friday) between 0900 and 1430. Note: Congregational events may be outside these hours.

The post is based at the Swing Café, Colinton Parish Church, Dell Road, Colinton EH13 0JR

There are 30 days (pro rata) annual paid leave in each full holiday year which runs from 1st January to 31st December, at least 50% of which are to be taken when the Swing Café is closed in July/August or December/January. There are also 9 statutory/local holidays.

We commit to giving additional time off if the agreed tasks to deliver any projects or special events take the time commitment beyond 15 hours per week.

Anticipated start date is in January 2020. You will be subject to a probationary period of three months with an interim review after six weeks.

You will be automatically enrolled in the National Employment Savings Trust if eligible in accordance with the Employer's obligations under the Pensions Act 2008. Full details regarding the pension scheme, including the rate of Employee and Employer contributions and the Employee's right to opt out or in, will be provided separately prior to the commencement of employment. A contracting out certificate is not in force in respect of this employment.

This role is one where the nature of some of the duties constitute "regulated work" with children and/or protected adults. You will therefore require to be checked via the Church's Safeguarding Service and to become a Scheme member in terms of the Protection of Vulnerable Groups (Scotland) Act 2007 ("PVG").

We welcome applications from all nationalities. However, we are unfortunately unable to offer visa sponsorship for this role, so before you apply for this post please ensure that you have the right to work in the UK. For more details on eligibility to work in the UK, please visit [gov.uk/check-uk-visa](http://gov.uk/check-uk-visa).

If you are invited to interview, we will ask that you bring evidence showing your right to work in the UK with you (photocopies are not accepted).

To apply, please email your current CV together with a supporting statement which clearly demonstrates why you believe you have the knowledge, skills and experience for this post using specific examples to [RBilles@churchofscotland.org.uk](mailto:RBilles@churchofscotland.org.uk)

In addition, should you wish to discuss the role further or clarify further any of the information here, please email your enquiries to the above address.

Please also supply the contact details of two referees.

Closing date for applications: Friday 15 November, 12 noon.

Short listed applicants will be invited to attend an interview in late November. They will be asked to complete a short activity before the interview to demonstrate the application of their knowledge, skills and experience.

