

**Job Information Pack Catering Manager(s), Colinton Parish Church**

**Introduction**   
We are looking for one or two Catering Manager(s) to lead The Swing Café, which is located within Colinton Parish Church. The Swing Café is run by volunteers, who will be led by the Catering Manager(s).

Our intention is that the role of Catering Manager will be a 24-hour per week role, to be carried out by one person, or by two people job sharing. While a Catering Manager is not expected to be present during the full opening hours of the Café, their working hours need to ensure that necessary administration and planning for the Café is conducted, interaction with and supervision of volunteers is achieved, and help and guidance is provided in the kitchen to an appropriate extent. Administration and planning time can be either within or outside the opening hours of the Café but is to be achieved within the 24 working hours per week. The Catering Manager(s) will be responsible for managing their own time.

**Background**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 Swing Café name was inspired by a poem by Robert Louis Stevenson whose grandfather had been the minister at Colinton.

The Swing Café was closed during the Covid-19 Pandemic but reopened successfully in April 2022 with opening hours Tuesday to Saturday, 10.00am to 2.00pm.

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 an Afternoon Tea specifically for older members of our community, often isolated and living alone, for whom this is a major highlight of their month.

The Swing Café can seat up to 36, and there are circa 40 volunteers who are organised into teams to cover the various days of the week on a rota basis, working in teams of 5.

Key relationships for the Catering Manager will be with the Minister, the Church Swing Café Committee, The Swing Café volunteers 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.

**The main responsibilities of the Catering Manager 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 Cafe.

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 the preparation of home baking served there. 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 propose to The Swing Café Committee any significant changes, eg menu updates with realistic pricing. The menu should be updated regularly to reflect changing demands. While making a profit is not the main aim of the Café, the Café is required to at least cover its costs.

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. Oversee, and maintain records for stock control and ensure that sufficient provisions are available by preparing lists for weekly and bulk shopping as part of preparation and planning responsibilities.

9. Liaise with the volunteer finance assistants to enable them to complete the financial/ book-keeping activities relating to The Swing Café.

**The key knowledge, skills and/or experience we would like in the successful applicant(s) are:**

Excellent interpersonal skills able to engage with a wide cross section of people of all ages

Enthusiasm for working with, motivating, and developing volunteers and leading teams

An interest in food and healthy eating and, preferably experience of working in the catering business either in a paid or voluntary role

A good standard of computer literacy sufficient to deal with the administration of the Swing Cafe

Sympathetic to the church and community ethos and values of The Swing Café.

**Terms and conditions of the post and applications**

The salary for this post is £15,840 (£23,100 pro rated). If the post is shared between two people job-sharing, the salary will be shared in the same proportion as the Managers’ working hours.

The normal hours of work for this post will be 24 hours a week. There is flexibility as to how these hours are scheduled, although it is expected that most (but not necessarily all) of these will be within the opening hours of The Swing Café; and that the post-holder will ensure that there is at least occasional overlap with each of the volunteer teams. If the post is filled by two people job-sharing, some overlap between the two Café Managers would be expected to allow smooth running of the Café.

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

If you are invited to interview, we will ask that you bring evidence showing your right to work in the UK (for example if you are a British citizen, then a UK Passport would be acceptable evidence). For more details please visit

https://www.gov.uk/legal-right-work-uk.

To apply, please email your CV together with any other relevant information to [session.clerk@colinton-parish.com](mailto:session.clerk@colinton-parish.com)

If you wish to discuss the role further, clarify any of the information here, or discuss possible adjustments to the role then please also email your enquiries to [session.clerk@colinton-parish.com](mailto:session.clerk@colinton-parish.com)

Closing date for applications: 10 February 2023

Short listed applicants will be invited to attend an interview in the week beginning 20 or 27 February 2023.

20 January 2023

