

Signpost International Job Profile

Role	Café Supervisor / trainer
Location	The Roundhouse, Lothian Crescent, Dundee, UK
Date review	November 2025

Terms of reference

Salary	£22,754 (per annum pro rata)
Pension	Signpost International operates a pension scheme which all employees are eligible to join.
Holiday	30 days per year (pro rata) plus Scottish public holidays.
Hours	The normal hours of work will be 14 hours per week (0.4 FTE), Monday and Wednesday. Additional flexibility in working hours will be required due to the occasional weekend and evening work. Payment for overtime is not given but employees are entitled to time off in lieu by agreement.
Duration	This is a 24-month fixed term contract, with the possibility of extension dependent on funding.
Requirements	Must have legal right to work in the UK Candidate must be subject to basic disclosure and reference check

The Main Purpose of the Job

This is an exciting new initiative creating real opportunities for young people in Dundee. The project offers a chance to learn and develop food and hospitality skills in a real-life café setting, while contributing to a more sustainable and connected community.

At The Roundhouse, we take surplus food from local farms, allotments, and supermarkets to create community meals that go back into the community through local larders and food banks. We are committed to working with the community to build a sustainable, inclusive, and affordable café that not only supports young people seeking alternative career pathways but also helps reduce food waste and strengthens local engagement.

We're looking for a creative, organised, and community-minded Café Supervisor and hospitality trainer to lead our community café and support local teens in developing real-world hospitality skills. This unique role combines hands-on café management with youth mentoring and training.

You'll oversee the day-to-day running of the café, work alongside young people as they gain experience in customer service, food preparation, and teamwork, and help shape a supportive learning environment that builds confidence and employability.

About Signpost International

Signpost International works to eradicate poverty and suffering in all forms. We partner with local organisations and communities to deliver sustainable, community-led programmes based on expressed needs, regardless of race or religion. Our work focuses on four key areas: food security, sustainable livelihoods, Water, Sanitation and Hygiene (WASH), and global citizenship.

In Dundee, we tackle food waste and insecurity by turning surplus food into meals—over 44,000 since 2021—distributed via foodbanks and larders. We run growing and cooking workshops to help children and community groups build skills and confidence, and provide food and activities during school holidays. We are also finalising our Centre for Sustainable Learning in Dundee to educate and inspire future generations to

tackle poverty, challenge injustice, and protect the environment.

Meanwhile, we also work in Uganda and Kenya. In Uganda, we support WASH in schools, empower girls and young women through education and skills training, and improve food and income security for farmers while in Kenya, we back a women-led WASH and income project. Our five-year strategy focuses on strengthening local partners and promoting equity for women and girls, ensuring access to education, fair income, nutritious food, and rights awareness.

About You

You'll be an enthusiastic and driven individual who enjoys working with young people and sharing your passion for food and hospitality. You'll be organised, adaptable, and able to balance the dual responsibilities of running a café and supporting a learning environment.

Core Responsibilities

- Supervise the daily operations of the community café.
- Provide practical hospitality training, mentoring, and guidance to young people aged 14–17.
- Ensure high standards of customer service, food safety, and hygiene.
- Support the development and delivery of a youth training programme in hospitality and café management.
- Collaborate with staff, volunteers, and community partners to grow the café's reach and impact.
- Manage stock, cash handling, and ordering supplies as needed.
- Encourage creativity and ownership among young participants through menu development, promotions, and special events.

NB - The above list of responsibilities provides an overview and should not be considered an exhaustive list.

Essential Skills & Experience:

- Experience in café, catering, or hospitality setting.
- Experience mentoring, teaching, or working with young people.
- Strong organisational and communication skills.
- A commitment to inclusivity, teamwork, and community engagement.
- Knowledge of food hygiene and health & safety standards.

Desirable:

- Experience developing training materials or programmes.
- Barista skills or interest in menu and event development.
- Food hygiene or first aid certification (training can be provided).
- Experience working or volunteering in the third-sector.