

Job title	Sunday Cafe Manager(s) – The Cafe at Hogacre Common
Category	Part time and temporary
Hours	5 hours / week <ul style="list-style-type: none"> • every Sunday, from end of May to end of September (exact dates tbc, 19 weeks in total, plus training) • Between them, two Cafe Managers will cover the morning (8.30am – 1.30pm) and afternoon (12.00 – 5.00pm) shifts
You will be...	A powerhouse of energy, a problem solver, an inspiring team leader, someone who puts people at ease.
We will...	<ul style="list-style-type: none"> • pay you £50.08 for each 5 hour shift (equivalent to Oxford Living Wage) • Provide training • Support your personal and professional growth how we can, via regular one-on-one personal development reviews and increased responsibilities • Feed you for free on the Sundays that you work • Introduce you to a lovely bunch of volunteers
Reporting to	Director/s of the Cafe at Hogacre Common

The Role

You will be working at the Cafe at Hogacre Common, which serves ethically-sourced vegetarian food midday – 4pm on Sundays through the summer, at Hogacre Common Eco Park. (Read more about the Eco Park, Cafe and our neighbouring community garden OxGrow, below.)

Reporting to the Director/s of the Cafe at Hogacre Common, you'll be part of a team of two Cafe managers who will, between you, cover the morning (8.30am – 1.30pm) and afternoon (12 - 5pm) shifts. If you have a preference to specialise either in the kitchen in the morning or front of house in the afternoon, we will try and accommodate this if we can.

Together the Cafe managers will be the powerhouse that keeps the Cafe going and the social glue of the Hogacre Pavilion (where the Cafe is based), putting volunteers at ease and helping make sure that customers have a fantastic time.

You will also be involved in the future growth and direction of the Cafe as a Community Interest Company, contributing ideas and helping make decisions in meetings with our Directors. There is the opportunity to get more involved with the Cafe, sitting as a co-Director of the Cafe's Community Interest Company too.

Tasks and responsibilities

As Cafe Manager you will help deliver on the Cafe's **social and environmental objectives**:

- Serving ethically-sourced vegetarian food and promoting the Cafe's low-carbon organic food mission;
- Reducing food waste, working with the Cafe's Volunteer Food Waste Ambassadors;
- Overseeing Cafe traineeships, working with people who might have been out of work for a while;
- Cross-selling the 'pay it forwards' Cafe scheme where customers can pay for someone else's meal – these meals will be offered to people who are experiencing food poverty or who are otherwise disadvantaged;
- Working with OxGrow, to make use of surplus veg and herbs grown in the garden during harvest season;
- And helping organise and host activities in the Cafe that help further engage the public with Hogacre Common Eco Park, its work and values.

Managing a team of 2-4 volunteers Cafe Managers will:

- Create a welcoming and friendly atmosphere for volunteers to work in;
- Be responsible for the welfare, on-the-job training and support of volunteers;
- Ensure that good food hygiene practice is maintained by everyone;
- Lead by example, preparing and serving food and drinks, and keeping the Cafe clean, alongside the Cafe volunteers.

Cafe Managers will attend a **weekly meeting at 1pm every Sunday** with the Director/s of the Cafe at Hogacre Common:

- Reporting back successes and challenges, maintenance issues and problems, and stock levels and order requests;
- Contributing ideas for the improvement of the Cafe food, operations and delivery of its environmental and social objectives;
- And working to maximise promotional and sales opportunities.

In the **morning shift** Cafe Managers will:

- Take full responsibility for the effective operation of the Cafe;
- Be responsible for opening up (this will include carrying deliveries across the bridge in the morning, getting the kitchen and front of house areas ready for volunteers to start work);
- Chair a morning meeting at 9am, where a plan for the morning is made and food preparation jobs are delegated;
- Make sure that allergen information is clearly recorded by volunteer chefs and available for customers on request;
- Coach volunteer kitchen trainees, to help improve their skills and confidence cooking;
- Ensure that the food prepared is well-seasoned, attractive and follows good food hygiene practice;
- Come up with creative ideas for social media – and post them online via the Cafe channels;
- And oversee the cleaning down of the kitchen, ready for the afternoon volunteers at 1pm.

In the **afternoon shift** Cafe Managers will:

- Take full responsibility for the effective operation of the Cafe;
- Coach and support the front of house team so that customers are made welcome, their needs are met, and the Cafe and Hogacre Common Eco Park's environmental and social missions are communicated well;
- Ensure that the food is well-presented and served with good food hygiene practice;
- Come up with creative ideas for social media – and post them online via the Cafe channels;

- Facilitate a 4pm OxGrow / Cafe meal, when volunteers get to know one another and key news/ideas are shared, along with Cafe leftovers;
- Delegate roles and oversee cleaning up, 4.30pm – 5pm;
- Cash-up and deposit cash in the bank as applicable;
- Email cash takings and any urgent matters for attention to the Director/s of the Cafe at Hogacre Common, at the end of each shift;
- Be responsible for closing down and locking up the Cafe (this will include carrying bin bags and dirty tea towels across the bridge and down to the end of the lane).

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • A practical problem-solver, who can think on their feet in sometimes fast-paced and stressful environments • A confident communicator, able to explain complicated tasks clearly and calmly, with patience and empathy. • Self-motivated • An ability to lead and inspire a team. • An ability to multi-task and manage multiple people/priorities, to ensure that all jobs are completed in the allotted time • Ability to work quickly while remaining welcoming and friendly to customers and volunteers. 	<ul style="list-style-type: none"> • Entrepreneurial, able to spot issues and opportunities quickly.
Knowledge	<ul style="list-style-type: none"> • Competent IT, numeracy and literacy skills 	<ul style="list-style-type: none"> • Be informed about and support the work of Hogacre Common Eco Park. • Up to date First Aid qualification • Knowledge of Health & Safety and Food Hygiene legislation
Experience	<ul style="list-style-type: none"> • Experience of working in the service industry, preparing food and/or drinks, and/or serving customers 	<ul style="list-style-type: none"> • Management, mentoring, or coaching experience
Other	<ul style="list-style-type: none"> • A dynamic individual with a 'can do' positive attitude and approach • A love of hosting and a commitment to excellent customer service, making customers and volunteers alike feel welcome and happy • Demonstrates trust, openness and respect in dealing with volunteers and members of the public 	<ul style="list-style-type: none"> • A passion for good food and drink.

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| | <ul style="list-style-type: none">• Able to work on feet for long periods | |
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How to apply

Complete our [short application form](#) and email it to us, along with a copy of your CV, to thecafeathogacrecommon@gmail.com by 9am on Tuesday 7th May 2019. Interviews will be conducted at Hogacre Common Eco Park on Sunday 12th May.

A little bit about...

Hogacre Common Eco Park (<http://www.hogacrecommon.org.uk/>)

Since 2010, when [West Oxford Community Renewables](#) took on a field previously used as a college sports ground, the local community have come together to undertake lots of new low carbon [projects](#) at Hogacre Common.

Hogacre Common is a fourteen-acre site less than a mile from the centre of Oxford and within its fertile flood plains. Bounded by streams on three sides and only accessible by foot, it features field, woodland, aquatic habitats and beehives, and hosts low carbon community activities, hosting forest schools, the community allotment 'OxGrow' and summer pop-up in the pavilion – 'The Cafe at Hogacre Common'. Activities, events and projects are made possible by volunteers from the local community.

OxGrow (<https://oxgrow.org/>)

OxGrow is Oxford's Edible Community Garden. OxGrow volunteers have transformed some waste land in the heart of Oxford into a thriving food garden. The garden is open to everyone – it's for kids and adults of all ages to learn how to grow food together. It's an exciting, creative edible laboratory to experiment with organic, climate-friendly growing techniques, and harnesses local knowledge to dabble with produce you'll never find in the shops.

The Cafe at Hogacre Common (<https://cafeathogacre.com/>)

Every summer (from the end of May to the end of September) the Cafe at Hogacre Common pops-up on Sundays. It is the public face of Hogacre Common and its work; feeding hungry locals delicious vegetarian food (which is mainly organic and locally-sourced where possible) whilst engaging the public with Hogacre's low carbon and environmentally-friendly projects.

In 2019, The Cafe at Hogacre Common is looking to build on its social and environmental impacts. Work will include piloting a mentoring scheme to help people get back into work, cooking up veg from OxGrow, as well as working with food waste.

Where is Hogacre Common?

Hogacre is not far from Abingdon Road, however we're a little hidden enclave of greenery, so please excuse the convoluted instructions below:

1. From the middle of town at Carfax Tower, go down south on the Abingdon Road and turn into White House Road when you see the Folly Bridge Inn (second right after the bridge over the river).
2. Go down the road to the corner where you see Grandpont Nursery, and here take the track straight in front of you past the South Oxford Adventure Playground.

3. Cross the railway bridge, turn right and you've found us!
Please note, we have very limited provision for disabled access and there is no way of getting to us by road on a regular basis. Sorry, but please do call us so we can discuss ways of getting over.