



Job Description

Catering Manager

Job Title	Catering Manager
Salary	£25-27,000 p.a.
Hours	40 hours per week. Tuesday – Saturday potentially (Flexible to include evenings and weekends)
Responsibility For	Management of the Café
Liaising With	Volunteers and staff at Vauxhall City Farm
Responsible To	Business Development Manager
Accountable To	Chief Executive and Management Committee
Closing date:	23 rd August

This is an ideal opportunity to become involved in one of the hidden treasures of London. Covering 1.5 acres of land, Vauxhall City Farm is home to over 100 animals and provides a chance for Londoners to meet farm animals face to face. Our **vision** is a city where people from all communities are empowered to experience nature to enhance their health, wellbeing and life chances. Our **mission**, therefore, is to use the setting of an urban farm to provide educational, recreational and therapeutic activities that:

- Support children and disadvantaged people to boost their confidence and aspirations
- Promote emotional, mental, social and physical wellbeing
- Develop environmental awareness and action
- Strengthen community cohesion
- Create enjoyment for members of the public.

As a small charitable organisation that aspires to grow, this also provides an opportunity for someone to benefit from personal and professional development.

Vauxhall City Farm is open 5 days a week including weekends, and is free to access.

December 2015 will see the completion of a long awaited building project at the farm. The new development will consist of a Community Kitchen/Café and an Education Centre. Alongside the café, there will be a significant community offering including cookery classes, healthy eating workshops and demonstrations. Tailored sessions will also be available to visiting school groups alongside the current farm offering. The space will also be available to hire for private and corporate events.

The cafe will play a key role in strengthening and supporting the farm's mission to educate the public on environmental issues, including the responsible production and purchasing of food. The Catering Manager will be responsible for ensuring these principles are adhered to throughout every stage of café design and day to day operations. They will work closely with the Senior Management team to create a consistent educational message for



visitors throughout the farm, aiming to reconnect people to the food they eat, and will work to maintain high environmental standards in line with the farms environmental policy.

We are looking for someone to come and join the Senior Management Team as Catering Manager, to help implement the concept and business plan and set up the café and kitchen with a view to opening in January 2016. This will include menu design, selecting suppliers, staff and volunteer recruitment and training, writing protocols and procedures, ensuring all relevant licences and health and safety regulations are adhered to etc. The candidate will be overseeing the day-to-day management of the café and community kitchen whilst leading on the development of the business and expansion of ideas. The role will be supported by a Café Supervisor, sessional staff and volunteers and will be line managed by the Business Development Manager. In September 2016, the team will be joined by apprentices training in Catering and Hospitality.

This role will be a hands on, including cooking and front of house duties as the initial staff team will be small. As the business grows and turnover increases, more staff will join the team.

The Catering Manager will work with the Youth and Education Team to design and deliver the community and school workshops, working to ensure that the sessions meet funding and curriculum criteria as well as ensuring the logistics are considered.

Key Responsibilities

- To ensure efficient preparation, production and serving of high quality food with a specific remit, standards and budget.
- To work collaboratively with all other members of the Senior Management Team and their projects. To strategically develop the café and community kitchen.
- To manage all staff, apprentices and volunteers, in include, training, recruitment, rotas and supervision.
- To organise and manage events and workshops.
- To work with the Business Development Manager.
- To maintain high environmental standards.
- To support, develop and deliver the farms charitable objectives and educational mission.
- To comply with the arrangements made to deliver services in accordance with the Vauxhall City Farms Equal Opportunities Policy.
- To hold responsibility for the upholding of standards and compliance in accordance with Licencing Laws, Health and Safety Regulations, Food Hygiene Regulations and Trading Standards.

This post will be subject to successful references and a completed DBS check.



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