

**Title:** Catering Manager (f/t)

**Organisation:** The Fraser Centre Community Trust (FCCT)

**Location:** The Fraser Centre Community Trust, 3a Winton Place, Tranent, East Lothian, EH33 1AF

**Reports to:** Centre Manager

**Hours:** Minimum 35 hours per week.

**Pay scale:** £22,000

**Position type:** Permanent, full time.

**The Role:** The Fraser Centre Community Trust is looking for an enthusiastic and creative individual to manage our cafe at The Fraser Centre.

**The Organisation:** FCCT is a registered Scottish Charity SCO43597. The Trust opened a new community hub for learning, development, arts & entertainment in November 2019. The hub features a café, rooms to let, rooms to hire, with a vibrant programme of events and activities.

The café will be a popular destination in its own right as a café and a venue for special events as well as footfall from the activities and events held at The Fraser Centre.

FCCT is an equal opportunities employer.

**Duties & responsibilities:** This is an exciting opportunity to be a part of the new Fraser Centre from the very beginning in our new venue.

The Fraser Centre Community Trust is seeking to recruit a highly motivated and skilled individual to work in our busy café including preparing food and managing staff.

This post is responsible for, but not limited to:

**General: Ensure the Café promotes the values of The Fraser Centre Community Trust to our staff, volunteers, clients and visitors.**

- The role holds duty management responsibilities and in the absence of the Centre Manager will be responsible for the facility and its users.
- Through your work and actions promote The Fraser Centre as a welcoming community hub to all.
- Take responsibility for the catering team and for the smooth running of the café and catering.
- Setting up at the start of the day and clearing up at the end ensuring security practices are observed.



**H&S: Ensure the Fraser Centre Community Trust operates within legislation.**

- Work to ensure the Café is fully compliant with appropriate health and safety and food safety legislation.
- Ensure staff and volunteers have relevant Food Hygiene Certificates and First Aid Certificates.
- Ensure the kitchen and other cafe areas, including customer toilets, are kept in a clean condition throughout the day and at the close of business.
- Ensure equipment is correctly used, stored and maintained.

**Staffing: Setting an example and leading the team to our high standards**

- Assisting in the recruitment of Cafe Assistants.
- Organise catering staff rota for café and events.
- Responsible for ensuring staff are trained and conducting themselves to the high levels of service expected of The Fraser Centre Community Trust.
- Setting a personal example and encouraging staff and volunteers and ensuring a positive and collaborative atmosphere in the team.

**Café: Creating a welcoming Menu and Atmosphere**

- Create an attractive, affordable, menu
- Create menus for special events
- Responsible for maintaining an attractive, welcoming café environment.
- Identify and work with suppliers.
- Ordering and recording of supplies.

**Events: Catering beyond the café to other events held at the centre**

- Create catering packages for internal events such as funerals and children's parties.
- Promote The Fraser Centre as a venue for events
- Work in partnership with external catering teams when required.
- Provide catering for events managed by The Fraser Centre Community Trust and by external clients ie Dementia Lunch Club; Cinema Screenings, etc.
- Work with the Management team to develop event ideas.

**Finance: Ensure the Café is profitable and accurate cashflow records maintained.**

- Responsible for managing Café cash handling, recording and banking.
- Working alongside the centre Manager to set and review budget objectives.
- Ensuring timesheets for all café staff are accurate and processed to our finance team.



## Skills, Qualifications & Experience

Skills / Qualification / Experience	Essential	Desirable
Experience of working within a similar role	Y	
Experience of leading a team	Y	
Knowledge of Food Hygiene Legislation	Y	
Creative person with great ideas!	Y	
Trustworthy and able to work on your own initiative	Y	
Takes pride in their work	Y	
Good organisational & communication skills	Y	
Good record keeping skills	Y	
Excellent financial skills	Y	
Food Hygiene certificate		Y
First aid certificate		Y
Knowledge of local suppliers		Y
Friendly, inspirational and keen to be part of our amazing team!	Y	

**To Apply:** To apply please send your CV and covering letter to the address below.

David Orr  
 Project & Development Manager  
 The Fraser Centre Community Trust  
 3a Winton Place,  
 Tranent  
 East Lothian  
 EH33 1AF

Or email [david@thefrasercentre.com](mailto:david@thefrasercentre.com)

Facebook CV's will not be accepted.

**Application deadline:** Wednesday 12<sup>th</sup> February 12 noon.

**Interview dates:** Week beginning 17<sup>th</sup> February

**Start date:** To be arranged with successful applicant. Please give details of your notice period, if any, on your application.

**Interview process:**

Interviews will be held at The Fraser Centre, 3a Winton Place, Tranent, EH33 1AF.

# THE FRASER CENTRE

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The Fraser Centre Community Trust  
Registered Charity: SCO43597  
www.thefrasercentre.com info@thefrasercentre.com  
01875 617444 07938 648038



References will only be used if you are selected for an interview.

All successful applicants will be appointed subject to a PVG disclosure procedure.

There will be a three month probationary period at the end of which a progress meeting will be held with your line manager.

A 4 week notice period is required from either party.

