

**The Cally Surplus Food Café and Pantry**

**Job Description**

**Job title**: Community Food Coordinator

**Salary**: £29,000 / £14.87 per hour (dependent on experience)

Pro-rata annual salary: £13,918.32

**Hours**: Part-time, 18 hours per week across 2-3 days (hours are negotiable). Friday working essential

**Reporting to**: Project Manager at Manor Gardens

**Place of work**: Jean Stokes Community Centre, Carnoustie Drive, London N1 0DX

**Contract length**: One-year fixed term (potential for role to be extended)

**Contract start date**: January 2024 – exact dates to be confirmed following successful appointment

**Deadline to apply**: 12 noon, 19th December 2024

**Interview date**: 6 January 2025 – please let us know if you are unable to attend this date when applying.

**About**

Manor Gardens Welfare Trust, in partnership with Islington Council, is excited to launch a new surplus food café and pantry at the Jean Stokes Community Centre in the heart of the Caledonian Ward. The café will operate one day per week, open to the public every Friday.

The café will serve plant-based (vegetarian and where possible vegan) meals prepared from food surplus/leftover food, collected and delivered from local businesses, organisations and markets. We will be recruiting paid delivery roles to collect and deliver food via cargo bikes.

Cooking sessions, which will be led by the Community Chef, will offer training and upskilling opportunities for local people, and then followed by a sit-down meal offered on a pay-what-you-can model to residents and customers.

Complementing the café will be a small-scale pantry, where frozen or refrigerated meals and leftover surplus food are offered to community members – also on a pay-what-you-can model.

At the core of this model is encouraging residents to explore new ways of reducing food waste at home, while introducing delicious and affordable plant-based meals and recipes. The project is designed to support sustainable living, reduce food waste, tackle local food insecurity and create meaningful connections within the community.

**Purpose of the role**

The Community Food Coordinator will manage the operations and activities of the Cally Surplus Food Café and Pantry, ensuring they meet their mission of reducing food waste while engaging and empowering the local community in the Caledonian Ward.

The Community Food Coordinator will play a ‘host’ role, building relationships with local people, helping with food operations such as menu planning and arranging stock, and providing outreach support within the community. This will also include overseeing volunteers, promoting the café/pantry offer to the community and building connections with local partners. Another element will be organising and hosting a monthly workshop on the themes of food waste and plant-based eating.

The role will also be involved in coordinating food surplus collection and deliveries, overseeing the relationships with food surplus organisations and managing the timetables and individuals involved in food surplus collection and delivery.

**Main duties and responsibilities**

* Oversee café and pantry operations ensuring smooth functioning and alignment with the zero-waste ethos.
* Recruit and manage volunteers with support from the project manager.
* Build and maintain relationships with surplus organisations (e.g.~~,~~ Felix Project, FoodCycle) to secure weekly food donations and coordinate food delivery to the café.
* Develop and deliver monthly educational workshops on sustainable eating and reducing food waste.
* Direct the community to opportunities for community members to participate in café activities, including weekly cooking sessions, training opportunities and monthly workshops. Support social media and communications advertising the café and pantry.
* Signpost residents to local services and resources (for example, Help On Your Doorstep and other partner organisations who work at the Jean Stokes Centre), fostering connections with partner organisations.
* Manage administrative tasks, including budgeting, expense tracking, and reporting to stakeholders.
* Monitor and evaluate the impact of café programmes using metrics provided by Islington Council and use community feedback to improve initiatives.

**Key skills and experience**

* Experience in project coordination, community development, or café management, ideally within a sustainability-focused context.
* Strong organisational and leadership skills, capable of managing multiple tasks in a dynamic environment and supporting volunteers in a community setting
* Excellent communication and interpersonal skills, with a passion for engaging the local community.
* Strong knowledge of Islington-based support and community partners/services, or willingness to learn.
* Understanding of zero waste principles and plant-based diets and a commitment to sustainable practices.
* Ability to work independently and as part of a team, demonstrating flexibility and adaptability in a café setting.
* Experience of budgeting, expense tracking, and reporting to stakeholders.

**Training**

We will offer you a Level 1 food hygiene training qualification, which is a requirement for this role. The training will take place over 1-2 days during January 2025, with exact dates to be confirmed following the successful applicant’s appointment.

**How to apply**

Please email [Laura@manorgardenscentre.org](mailto:Laura@manorgardenscentre.org) with a CV and short statement of up to 500 words explaining:

* Why you would be a good fit for this role based on your skills and experience
* Why you would like to work at the community café