



SHRUB Cooperative, Scottish Charitable Incorporated Organisation  
(Scottish Charity Number SC048825)

## Café Coordinator

**Salary £22,800 p.a. Full time 35 hours / week.**

Fixed term contract to 31 March 2020 - extension subject to successful funding bids

<b>Job Title</b>	<b>Café Coordinator</b>
<b>Line Manager</b>	<b>SHRUB Trustees</b>
<b>Supported by</b>	<b>Zero Waste Hub staff team &amp; Cafe volunteers</b>

### 1. Job Purpose

Coordinate the work of volunteers and members to develop the SHRUB Cooperative's emerging cafe space at 22 Bread Street, Edinburgh into a thriving, sustainable Zero Waste Cafe, engaging more customers with the Zero Waste lifestyle and increasing revenue generation to invest in SHRUB's Zero Waste mission.

### 2. Main Responsibilities of the Cafe Coordinator role

1.	Recruit, train and manage volunteers to assist in the successful operation of the Zero Waste Cafe. Ensure that the cafe team consistently serve high quality food and drink while offering a warm welcoming environment for customers and members.	30%
2.	Develop an innovative Zero Waste Cafe business plan grounded in an ethos which reflects the values and aims of SHRUB Cooperative. Work alongside the finance working group to ensure that the business plan maximises the surplus generated by the cafe.	30%
3.	Work alongside other members of the SHRUB team to consider how the cafe space can be used to educate customers about the circular economy and adopting a Zero Waste lifestyle.	10%
4.	Maintain Food Hygiene standards.	10%
5.	Ensure the Cafe is sustainably stocked, keeping waste to a minimum from both a financial and environmental standpoint.	5%
6.	Collaborate with the Communications working group to develop an	5%

	effective marketing strategy for the Cafe.	
7.	Additional responsibilities as a member of the SHRUB team (detailed below).	10%

### 3. Additional Responsibilities as a member of the SHRUB team

#### *Planning and Organising*

- Plan own workload and activities, delegating effectively to volunteers, to ensure effective service delivery.
- Prioritise and organise day to day cafe operations and business development effectively.
- Collaborate with the team at the Zero Waste Hub to ensure that the Cafe has appropriate staffing for out of hours events.
- Guide and coordinate both colleagues and volunteers working on café activities.

#### *Problem Solving*

- Respond to unexpected challenges while delivering a professional service to cafe customers.
- Work holistically with the Zero Waste Hub team to address issues related to the delivery of all projects contained within the Hub and the general maintenance of the premises as a whole.

#### *Decision Making*

- Utilise research skills to educate the cafe working group and SHRUB team around the development of a Zero Waste Cafe, maximising the project's potential to contribute to the overarching vision of SHRUB through reinvestment of generated revenue.
- Contribute to the wider organisational development by participating in decision making with staff, trustees and the wider SHRUB community. This includes but is not limited to attending staff meetings and decision making meetings.

### 3. Key Contacts / Relationships

- SHRUB Coop members, staff and trustees
- Cafe working group volunteers
- External organisations involved in promoting low carbon communities
- Zero Waste and Environmental suppliers
- Compatible cafes that we have a working history with.

### 4. Knowledge, Skills and Experience needed (E = Essential/ D = Desirable)

**E** Experience in cafe's at supervisory level, minimum 2 years

**E** Managing teams of volunteers - experienced in how to delegate to and empower them

**E** Financial management - particularly within the context of appropriate gross margins for cafe sustainability

- E** Strong relationship building skills
- E** Passion for sustainability and the Zero Waste ethos and a vision for the impact of a Zero Waste cafe
- E** Strong communication and team working skills for a fast-paced working environment
- E** Ability to work on own initiative and organise own time/workload
- E** Full proficiency with Microsoft Office e.g. Excel and familiar with Google Accounts

- D** Cafe management
- D** Certificate in basic food hygiene (training available)
- D** Knowledge of zero waste movement
- D** Knowledge of impact of food production and sourcing on the environment
- D** Business management
- D** Experience in Social Enterprises
- D** Experience in co-operative non-hierarchical forms of organising and consensus-decision making

### **Job Context and any other relevant information**

#### **About the Zero Waste Hub**

A one stop shop for sustainable living! You can swap your preloved things in our Swapshop, enjoy some rescued food from our Food Sharing Hub, or just hang out and grab a tea or coffee from our Zero Waste Cafe.

#### **About the Cafe**

At the very heart of the Zero Waste Hub, our cafe is a fantastic welcoming space for existing members and people new to SHRUB. The cafe has been entirely volunteer led for the last 8 months. The Cafe Coordinator will be pivotal in supporting SHRUB to grow this space, empowering more people to make informed choices around living a zero waste lifestyle.

A crucial part of the role will be the development of the cafe as a Zero Waste enterprise, maximising its profitability to support the organisation as we move to operating independently as a social enterprise.

#### **About SHRUB Coop**

We're a cooperative in Edinburgh working for a world without waste! We empower our community to live a low waste and low carbon life. Become a member and learn to fix a bike, swap your preloved things, enjoy some rescued food and be inspired by new ideas.

*Our other activities include...*

The **Swapshop**, where you can swap your unwanted things for something else that's been preloved. You can find it at the Zero Waste Hub on 22 Bread Street.

The **Food Sharing Hub**, where you can fill a basket of rescued food and pay as you feel. You can find it at the Zero Waste Hub on 22 Bread Street.

The **Wee Spoke Hub**, a DIY bike workshop where we empower you with the skills and tools to repair your own bicycle. You can find it at 13 Guthrie Street.

The **SHRUB Space** workshop, where we run upcycling activities and environmental film screenings. You can find it at 17 Guthrie Street.

### **How we work**

SHRUB Coop is organised non-hierarchically and strives to provide an inclusive and empowering experience for all staff, volunteers, and members in our community. We have a staff team who coordinate around 150 volunteers across the organisation to deliver all our activities through working groups. Each project has a working group with a staff member and a team of dedicated volunteers. Other core working groups, such as Finance and Admin, Communications, and Welfare, exist to support projects across the coop.

[www.shrubcoop.org](http://www.shrubcoop.org) [www.facebook.com/shrubcoop/](https://www.facebook.com/shrubcoop/)

### **APPLICATION PROCESS**

To apply please email by **midnight Sunday 29th September** to [jobs@shrubcoop.org](mailto:jobs@shrubcoop.org) attaching a single Word document comprising a maximum two A4 pages response with evidence of your knowledge, skills and experience which make you eligible for the job.

You may insert a maximum one page Covering Letter in front with a maximum two page CV pasted at the end of the same Word document as an appendix. The panel will shortlist on the basis of essential criteria with secondary weight given to desirable criteria.

Please give as the document filename: **SURNAME - Cafe Coordinator** with the same as subject line of the email to help us keep track of applicants.

**Interviews will be held in the week beginning 7th October in Edinburgh - likely to be Tuesday 8 October.**

Should you be invited to interview, you will be required to present a one page business plan for a Zero Waste Cafe - more information will be provided upon shortlisting.