



The

HORNBEAM

community cafe and
environment centre

<http://www.hornbeam.org.uk>

Café Coordinator

Are you passionate about good food and the connections it creates?

Are you motivated by working with people to support their volunteering and skills development?

If you can coordinate the daily operation of a café whilst making time to support the skills and learning of others, read on!

The Hornbeam is currently recruiting a coordinator for our thriving community café, which provides low cost healthy vegan food in an accessible community space, with volunteer and training opportunities.

We are looking for someone who can support and enthuse volunteers in front of house roles to create a friendly welcoming vibe whilst also adhering to high delivery standards. As well as coordinating front of house, you will be responsible for developing the café as a work experience/training programme which the café can provide.

You will also work alongside the kitchen team and other Hornbeam staff to develop events and evening openings in the café, organise promotional materials and activities, and collectively ensure the café's long-term sustainability.

This role is a flexitime position for 21 hours per week (ideally spread over 4 days), and has a salary of £11.50 per hour (£20,930 pa pro rata).

Application process

Please read the job description and person specification carefully.

For more information about this role please call 020 8558 6880 (Marlene).

To apply please send a CV or employment (and volunteering) history and a covering letter detailing how you meet the person specification and why you want this post

- by email to paul@hornbeam.org.uk
- or by post to Café Coordinator role, Hornbeam Centre, 458 Hoe St, Walthamstow E17 9AH.

Application deadline: applications must arrive by 5pm Tuesday 25 February

Interview dates: Tuesday 4 or Wednesday 5 March

If you do not hear from us please assume you have not been selected.