

# THE LARDER

## CAFE MANAGER INFORMATION PACK



The Larder West Lothian  
Registered Charity SC042554  
Company Number SC404466  
[www.thelarder.org](http://www.thelarder.org)



**Fighting Poverty and Hunger  
with Dignity.**

**We recognise that education is  
critical and food is empowering  
in supporting disadvantaged  
people to transition from  
surviving to thriving.**

**We solve tomorrow's problems,  
today.**

# ABOUT THE LARDER

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The Larder is committed to creating a more equal and just Scotland through the alternative economic model of social enterprise and calling for a Scotland without poverty, where everyone has the opportunity to achieve their full potential and the right to food is enshrined in Scots law.

We are a social enterprise that combats poverty and hunger, through 4 key strands:



## 01. TRAINING

for young people and adults who experience complex and multiple barriers to reaching their full potential.



## 02. SOCIAL FOOD

providing dignified responses to food insecurity and making sure no-one in West Lothian goes hungry



## 03. ENTERPRISE

projects that create solutions to social problems, improving life chances, the creation of living wage jobs and generating surplus to support the charitable aims of the organisation.



## 04. CAMPAIGNING

working with other charities to call on Governments for systemic changes that will eradicate poverty in Scotland .

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It is our mission to empower the most disadvantaged children, young people, adults and communities to improve their life chances, through access to learning and good food.

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**MISSION**

# OUR VALUES

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We live and breathe the values of Transformation, Compassion, Collaboration, Honesty and Quality, embedding these into every aspect of our organisation.



## TRANSFORMATION

We believe in the power of learning and food to create change for individuals



## COMPASSION

We make every effort to understand the feelings and emotions of every one of our beneficiaries.



## COLLABORATION

We recognise the importance of working with others to achieve change



## HONESTY

We act with honesty in leadership, decision making, policies and practice



## QUALITY

We provide high quality services supporting those most vulnerable in society.

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# ROLE PROFILE

<b>Job Title:</b>	Cafe Manager/Chef
<b>Reports To:</b>	Food Enterprise Lead
<b>Contract:</b>	Full Time - Permanent
<b>Hours:</b>	37.5 hours per week (Monday to Friday) Occasional evenings and weekend work may be required
<b>Salary:</b>	£30,944 to £32,794 per annum (dependent on experience)
<b>Location:</b>	Broxburn, Livingston, West Lothian

**Closing Date:** Tuesday 17<sup>th</sup> June 2025  
**Shortlisting Dates:** Wednesday 18<sup>th</sup> June 2025  
**Interview Dates:** WC 23rd June 2025

**We are hiring!!**

**Are you passionate about making a difference to peoples lives?**

**The Larder is looking for a passionate and skilled Café Manager to lead our Strathbrock Café, serving up great food with a purpose. If you're ready to boost sales through creative menus, harness digital insights to grow our customer base, and build a welcoming community cafe, we'd love to hear from you!!**

The Larder is a purpose-driven social enterprise committed to using food as a vehicle for social change. Our cafés not only serve great food but also provide training, employment, and support for those facing barriers to work. We are looking for an ambitious and skilled Café Manager/Chef to lead our Strathbrock Café, driving sales through an improved menu offering, developing digital insights to shape customer engagement, and establishing the café as a thriving community diner

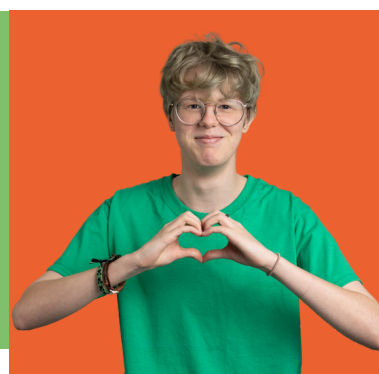
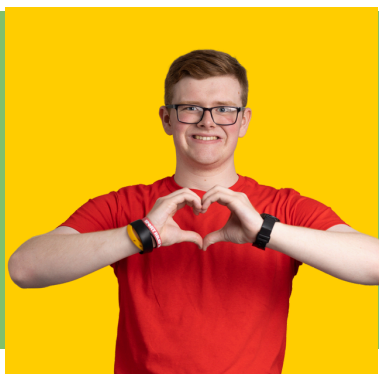
A can do, positive attitude is what we are looking for - we thrive on a happy, successful workplace where sometimes it can be all hands on deck to 'get the job done'!

As a member of The Larder team, you will bring proven experience in café or kitchen leadership. You'll be passionate about food and people, with strong menu

development skills and a flair for creating cost-effective, customer-focused dishes. With a track record of driving sales through innovation and engagement, you'll be confident using digital tools like EPOS and customer platforms to inform decisions and boost performance. You'll also be a reliable, organised and enthusiastic team leader—motivating staff, upholding high food hygiene standards, and delivering excellent service that reflects The Larder's values.

The post is for 37.5 hours per week between Monday to Friday. Occasional evening and weekend working may be required. Travel outside the immediate Local Authority area may be required for the purpose of meetings and events.

The post is rewarding and you will be part of a wider team that includes hospitality, training and support staff based in various locations.



# JOB DESCRIPTION

## Main Duties & Responsibilities:

### Business Growth & Sales Development

- Take ownership of sales performance, identifying opportunities to increase revenue and customer footfall.
- Develop and implement new menu offerings that are affordable, high-quality, and appeal to a broad customer base.
- Use digital data insights from EPOS and customer engagement platforms to inform menu development and sales strategies.
- Lead on seasonal promotions and specials to attract new customers and retain regulars.
- Build strong relationships with local businesses, organisations, and community groups to increase awareness and drive footfall.
- Monitor sales data, customer feedback, and transaction trends to continuously improve the menu and overall café experience.

### Café & Kitchen Operations

- Oversee the day-to-day running of the café and kitchen, ensuring a high standard of food quality, presentation, and service.
- Maintain excellent food hygiene and health & safety standards, ensuring full compliance with all regulations.
- Manage stock levels, ordering, and supplier relationships to optimise costs without compromising quality.
- Ensure smooth and efficient service, particularly during peak times, by overseeing kitchen and front-of-house operations.

### Community Diner Development

- Develop the café as a welcoming space for the community, ensuring it aligns with The Larder's social values.
- Work with The Larder team to offer community-focused events, affordable meal options, and inclusive dining experiences.
- Engage with local customers and community members to ensure the café meets their needs and expectations.

### Leadership & Team Development

- Lead, support, and motivate a small team, fostering a positive, professional, and inclusive working environment.
- Provide on-the-job training and mentorship, particularly for staff members who may be on training or employment support programmes.
- Ensure staff are fully trained in food safety, customer service, and café operations.
- Support the recruitment and onboarding of new team members when required.

### Digital Insights & Customer Engagement

- Use digital platforms (e.g., EPOS systems, online ordering, loyalty schemes, and social media) to enhance customer experience and engagement.
- Analyse digital data from sales reports, customer interactions, and promotions to inform business decisions.
- Implement and monitor customer loyalty and engagement strategies to encourage repeat business.

### Financial & Reporting Responsibilities

- Work to achieve financial targets, managing budgets, food costs, and staffing efficiently.
- Track and analyse key performance indicators (KPIs), including sales, customer numbers, and menu performance.
- Provide regular updates and reports to the Food Enterprise Lead on performance, challenges, and opportunities for growth.

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## Leadership

- Implement safe working practices in line with our Health and Safety procedures
- Ensure compliance with contractual, legal, regulatory, ethical, and social requirements
- Inspire, encourage, empower, and promote innovation and share best practice with team and stakeholders
- Provide effective value based leadership for staff, volunteers and beneficiaries
- Lead by example to ensure that the beneficiary engagement with the project creates change

## Managing Self

- Time manage self and be able to balance conflicting demands and tight deadlines
- Work with line manager to put in place a CPD plan. Take ownership of the CPD plan and ensure that it is implemented and regularly reviewed
- Develop personal networks and ensure that key members of this network are aware of the benefits of networking with The Larder.

## Standard Responsibilities for all positions in The Larder

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all activities.
- Undertake any other tasks and responsibilities appropriate to the level of this post.
- Comply with all Larder policies and procedures
- Undertake other duties as required, in line with the level of the post.
- The Larder is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share and promote this commitment.

## Practical Requirements

- Able to work flexible hours and location as required
- Own car desirable

## Staff Benefits

- 29 days leave (inclusive of public holidays)
- 2 Health and Wellbeing days each year
- Company pension contribution of 3%
- Company sick pay scheme
- Opportunities to shape the future work of the organisation
- Access to company health and well being support
- Commitment to continued professional development

**To apply for the post, please send a tailored CV and covering letter to the post to [recruitment@thelarder.org](mailto:recruitment@thelarder.org)**

**The covering letter should be no more than one A4 side and should set out why you want to work with The Larder, expanding on the specific skills that you would bring to the post and how they connect with our values.**



Requirements	Essential	Desirable	Method Of Assessment
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Proven experience in a Café Manager / Head Chef role or similar, ideally within a social enterprise, community café, or high-quality casual dining environment.</li> <li>• Strong menu development skills, with the ability to create dishes that are appealing, cost-effective, and aligned with customer demand.</li> <li>• Experience in driving sales growth, with a track record of increasing revenue through menu innovation and customer engagement.</li> <li>• Knowledge of food hygiene, health &amp; safety regulations, and ability to maintain a high standards.</li> <li>• Experience using EPOS systems and digital platforms for customer engagement and loyalty programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a social enterprise, community diner, or charitable organisation.</li> <li>• Experience in event planning or running community initiatives within a hospitality setting.</li> <li>• Experience in managing social media and marketing initiatives for a café or restaurant.</li> </ul>	CV and Interview
Skills	<ul style="list-style-type: none"> <li>• Ability to manage and develop a team, motivating staff to deliver excellent food and service.</li> <li>• Strong organisational and problem-solving skills, with the ability to manage a busy café environment.</li> <li>• Proficient in IT, including Microsoft Word, Excel, and digital systems for stock control, sales tracking, and customer engagement.</li> </ul>		CV and Interview
Personal Attributes	<ul style="list-style-type: none"> <li>• Passion for food and community, with a desire to develop Strathbrock Café as a hub for social inclusion and engagement.</li> </ul>	<ul style="list-style-type: none"> <li>• A strong local network in West Lothian / Strathbrock that could help grow the café's community presence.</li> </ul>	CV and Interview

# THE LARDER

Kirkton House  
1 Allen Rd  
Livingston  
West Lothian  
Scotland  
EH54 6TQ

recruitment@thelarder.org  
01506 412819

**[www.thelarder.org](http://www.thelarder.org)**

@LarderTraining



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