



VACANCY FOR CATERING CO-ORDINATOR AT SALTYARD CAFÉ

DESCRIPTION OF THE POST

The Catering Co-ordinator at Saltyard Café (158 Dalry Road in Edinburgh) is responsible for ensuring the smooth running of the café, balancing the need for sustainability with the vision for the café as a safe gathering space that welcomes all and witnesses to the love and hope found in Jesus Christ.

The post-holder will initially work a total of 27 hours over 3 days a week.

ABOUT GORGIE AND PALMERSTON PLACE CHURCH (G+PP)

Gorgie and Palmerston Place Church (G+PP) came into being on December 31st, 2023, following the union of Gorgie Dalry Stenhouse Church (GDS) and Palmerston Place Church (PPC) as part of the Church of Scotland's Presbytery of Edinburgh and West Lothian Mission Plan. Both church buildings, on Gorgie Road and on Palmerston Place, have been retained as active worship centres for the new parish. A new Minister was called in July 2025.

Saltyard Café has been part of the outreach of the previous GDS since 2013 and is within walking distance of both Gorgie Church and Palmerston Place Church buildings. It is well served by public transport being on Lothian Bus routes 2, 3, 4, 25, 33, 44. Haymarket Station and Haymarket tram stops are within easy walking distance.



ABOUT SALTYARD

Saltyard is a well-established café run by three paid staff (the catering co-ordinator plus one Kitchen Assistant and one Catering Assistant) and an enthusiastic team of volunteers. The café is currently open 4 days a week (Tuesday to Friday), from 9am to 4pm.

It offers competitively priced freshly made soups and rolls, baking and hot drinks, with one additional 'main meal' option every day.



The main café area is large and bright, with a choice of table seating or comfortable sofas. There is also a small, gated play area for young children.



The attractiveness of the setting, warmth of the welcome, and competitive prices mean that the café attracts many regulars as well as passers-by.

What is different about Saltyard, however, is that it is much more than a well-run café.

As part of Gorgie and Palmerston Place Church, it strives to be a place run on the Christian principles of love, kindness and welcome to all. This is demonstrated in all kinds of ways. For example, the volunteers are always at hand to offer a listening ear and companionship (as well as a prayer if requested), alongside serving food and drinks; four of the volunteers are people with special needs who are respected as full members of the team whilst receiving appropriate support; the café is used outside working hours for a variety of less formal worship services; and the current catering co-ordinator is being paid at the same level as the two other paid members of the team to emphasise the deeply collaborative nature of the café.



The café also displays information about events and activities in Gorgie and Palmerston Place Church. If asked, staff and volunteers will engage in conversation and direct customers to activities that might be of interest. Some lovely church connections have thus been made through Saltyard over the years.

The new co-ordinator will be expected to embrace this approach fully whilst ensuring that Saltyard continues to provide quality service food at competitive prices in compliance with industry standards of hygiene and cleanliness.

MAIN DUTIES

Food Preparation

- Before the café opens, assist with the baking and making of soup and daily special alongside the other member of staff on duty that day
- Place weekly order for home made gluten free bakes to be delivered during the week

Staff and Volunteer Management

- Draw up weekly rotas of volunteers and ensure sufficient cover (including finding cover when volunteers are on holiday)
- Recruit and induct new staff and volunteers, ensuring that they have a suitable level of skills for the tasks at hand
- Supervise and support the two paid members of staff, ensuring open communication and clear instructions
- Make sure that all staff and volunteers take their breaks whilst maintaining sufficient staffing levels for the smooth operation of the café
- Facilitate one short collective break for the whole team every day – normally mid-afternoon when the café is usually quieter

Operations during opening hours

Ensure that everything is running smoothly – drinks preparation, table service, cleaning, kitchen clearing, and till. Assist where most needed and troubleshoot as necessary.

Operations after closing times

- Ensure premises are fully cleared and cleaned in preparation for the next day.
Assist as required
- Assist with cashing up
- Check stocks and update shopping list
- Take it in turn with the other two paid members of the team to do a large shop on a Monday and set up the café in preparation for Tuesday's opening.
- Take out of the freezer supplies needed for the next day

Others

- Liaise with the Church Premises Co-ordinator for the ordering of cleaning supplies and booking enquiries
- Liaise with the Church Communications Co-ordinator for all issues around publicity (e.g. keeping the Facebook page up-to-date or advertising events)
- Undertake or arrange shopping trips as necessary
- Liaise with the outside cleaning agency that arranges for a cleaner to come in every working day to clean the toilets and the floors
- Check e-mails and respond as appropriate
- Ensure compliance with Hygiene and Food Safety regulations and best practice
- Liaise with the Church Treasurers and the Premises Co-ordinator for all financial matters

PERSON SPECIFICATION

- Alignment with the café's strong Christian ethos *
- Excellent inter-personal skills
- Ability to work under pressure
- Excellent organisational skills
- Proven leadership of staff and volunteers would be welcome
- Experience of catering or hospitality would also be an advantage, together with knowledge of food and hygiene regulations

A Level 2 Food and Hygiene certificate is necessary, but this can be obtained once on the job.

TERMS AND CONDITIONS

The working hours are currently 27 hours a week worked over 3 days.

Start date: as soon as possible

Salary: at least the minimum living wage

Holidays: 5 weeks of holiday plus 9 statutory days are offered, but most are taken when the café closes, usually during school holidays.

The post is permanent but probationary and mutually reviewable for a period of 6 months.

Interested applicants must have the right to work in the UK to be eligible for this position.

HOW TO APPLY

Interested applicants should submit an up-to-date CV including the names and contact details of two referees (only to be contacted if the job is offered and accepted), and a letter of application explaining their interest in and suitability for the position.

The deadline for applications is Noon on Monday 12 January 2026.

Interviews will be held week commencing 19 January 2026.

Applications should be emailed to Bénédicte Scholefield, Premises Co-ordinator, at premises@gappchurch.org.uk

(*) This is a genuine occupational requirement in terms of the Equality Act (2010)