

3.3 TRCH Policy: Community Cafes

Mission and Vision Statement

Mission: To provide a welcoming space where everyone can access nutritious meals, regardless of their financial situation, and to foster a sense of community. We also aim to reduce food waste by using surplus food from the farmer's market and other local producers.

Vision: To create a sustainable, inclusive community cafe that transforms surplus food into delicious, nutritious meals to reduce food insecurity and promote social cohesion.

Opening Hours

Friday Cafe: we are open every Friday from 9am until 4pm for tea and coffee. Lunch is served between 12.30 and 2pm. Outside of meal times, as well as during meal times, people are welcome to use the café as a 'Warm Space' or just as somewhere to be, or to meet friends.

Repair Cafe: our repair cafe is on the last Sunday of each month from 11am – 2pm. Lunch is served between 12 and 1.30pm.

Surplus Food

Farmer's market: we collect surplus food from the farmer's market every Saturday and redistribute it, with a portion of it going towards the Community Cafe.

Other Partnerships: through our membership of NoSH we have relationships with other local producers who donate food to us.

Donations: individuals also donate food to us. We ask that such donations are organised through the kitchen manager (Damaris) or the hub manager (Josie), rather than just left at the building – in order to ensure food safety.

Transparency: we inform our cafe visitors that the café uses surplus food as well as some bought-in food.

Our own surplus food: we appreciate it when cooked food left over from the café is portioned up, labelled, and frozen in the Community Pantry, for use by its visitors.

Pay-As-You-Can-If-You-Can

Pricing Policy: Trinity Rooms depends on donations to help keep the café running. However, no one has to pay for a meal. If people do choose to pay, they can decide how much. We suggest a range of donation amounts as a guideline.

Alternative Contributions: People are welcome to contribute in non-monetary ways, such as volunteering their time or skills, if they are unable to pay but wish to contribute in other ways.

Payment Options: we accept cash, cards, gift vouchers, volunteer work in exchange for meals and nothing!

Volunteers and Paid Staff

Kitchen Manager: the kitchen manager is responsible for the smooth running of the kitchen and for the safe storage of food. This includes communicating with cooks, volunteers, pantry volunteers and NoSH. They also ensure the kitchen is a clean, hygienic and user-friendly environment.

Cafe Chef: each cafe has a paid cook who is responsible for the safe production of the meals and the kitchen clean up. The cook ensures that the volunteers work according to food safety guidelines and feel supported and appreciated.

Volunteers: volunteer roles include preparing meals, serving, washing dishes and cleaning the kitchen and hall at the end of the cafe.

Volunteer Exchange: volunteers are welcome to eat at the cafe and can take home some of the cafe food that is not sold on the day.

Training: food hygiene training is available, free, for all staff and volunteers.

Menu Planning and Serving

We aim to ensure our meals are delicious and nutritious.

Seasonality: our menus are planned around what is available each week. Creativity and resourcefulness are needed!

Appealing to all comers: we aim to have one or more traditional dishes on the menu each week (baked potatoes, shepherd's pie, baked beans, cheese, tuna mayo...) to suit the tastes of those who prefer these dishes.

Dietary requirements: at each meal we include vegetarian, vegan, and gluten-free options. We will tell visitors what the ingredients are in any dish, if customers ask, referring to the Chef as necessary.

Allergies: We ask café customers if they have any allergies and suggest that if severe, they don't eat with us – as our food comes from various sources we cannot be 100% sure it is allergen-free. We will tell visitors what the ingredients are in any dish, if customers ask, referring to the Chef as necessary.

Avoiding Food Waste: we ask diners how much they would like of a dish to avoid giving too much or too little.

Food Waste and Recycling

Trinity Rooms do not benefit from any waste collection services.

Compost: we minimise waste by composting food scraps and repurposing leftovers. Raw food compost is put in the grey bin and is taken by Josie for composting. Cooked food waste is put in the wormery to the left of the Base door or is taken home by cafe volunteers or staff to put in their home food waste bin.

Recycling: we have recycling boxes for cardboard, paper, plastics, aluminium and cans.

Health and Safety Policies

Food Safety: we check all donated food is safe for consumption before being accepted.

Food Storage: we follow storage guidelines for refrigeration or freezing. We label all food items with the date of storage. The Kitchen Manager rotates the food in the freezer and food cupboards to ensure food is not stored for too long.

Staff Training: all staff and volunteers handling food are required to do the Level 2 food hygiene certificate.

Health Regulations Compliance

Inspections: The café is registered with the District Council and will undergo regular health inspections to ensure compliance with local food safety laws.

Incident Reporting: we will keep a record of any food-related incidents, such as potential foodborne illnesses or allergic reactions. These will be considered by the trustees and appropriate action taken.

Inclusivity and Engagement

Inclusivity and Accessibility: the café is a safe and welcoming space for everyone, regardless of their ability to pay.

Non-Discrimination: the café does not discriminate based on race, gender, age, religion, disability, or socioeconomic status.

Community Education: we aim to promote awareness of food waste and the café's role in addressing this.

Inclusion of Staff, Volunteers and Customers in decision making

Feedback from the community: we have a suggestion box and survey which anyone can fill in.

Volunteer Meetings: we have volunteer meetings a few times a year to check in with our volunteers and find out if they have any suggestions or feedback about the cafe.

Budget and Fundraising

Fundraising: we seek donations, grants, and sponsorships from local businesses, community members, and foundations to support the café's operations.

Legal

Insurance: our treasurer ensures we have insurance coverage, including liability insurance, to protect the café, its staff, and diners.

By adhering to this policy, we can ensure the community cafe operates smoothly, fairly, and effectively, providing a welcoming space for our community.

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