



NORFOLK COUNTY FA CAREERS

WORKING TOGETHER TO SUPPORT
#NORFOLKFOOTBALL

FDC CAFÉ LEAD

DEPARTMENT	Facilities
REPORTS TO	FDC Operations Manager
LOCATIONS	The FDC, Clover Hill Road, Norwich, NR5 9ED
CONTRACT TYPE	Permanent (part time / full time)
SALARY	£17,200 - £26,500 (depending on age, experience & contracted hours)
CLOSING DATE	Tuesday 25 March 2025

APPLY 

EQUALITY & DIVERSITY FORM 



NorfolkCountyFA



@NorfolkCountyFA



NorfolkFA

www.norfolkfa.com



THE
FDC
FOOTBALL DEVELOPMENT CENTRE

OUR ORGANISATION

Norfolk County FA is the not-for-profit, governing body of football in Norfolk. Founded in 1881, it governs, regulates and develops grassroots football across the County, sitting under the umbrella of The FA.

We oversee 12 leagues, 270 clubs and over 1500 teams, with over 25,000 participants of all ages playing football each week. Thousands more people of all demographics are involved in the local game via coaching, refereeing, and volunteering.

We manage 14 County Cup Competitions each season, oversee match official recruitment and appointments, and operate 2 state-of-the-art football facilities known as our Football Development Centres (FDC's). Our flagship venue is The FDC in Norwich which boasts the fully enclosed Harrod Sport Arena as well as multiple small-sided 3G pitches, along with a fully licensed bar and café.

We pride ourselves in being one of the most forward-thinking County FA's in the Country and you can read more about our plans for the future in our new four year strategy: [Uniting Norfolk Football](#).



NorfolkCountyFA



@NorfolkCountyFA



NorfolkFA

www.norfolkfa.com



THE
FDC
FOOTBALL DEVELOPMENT CENTRE

WORKING FOR US

We believe that Norfolk FA is a great place to work.

We are proud of our positive culture, innovation, and one team ethos as a workforce. Every member of staff has a part to play in the development of #NorfolkFootball, and together we can change lives within the local communities around the County.

We offer flexible working hours where possible, Nike teamwear kit, employee perks and benefits designed by our staff well-being working group, professional development and training opportunities, and great progression pathways across the staff structure.

Employees can be based across our two Football Development Centres, or within the new County Headquarters Office located on the grounds of The FDC in Norwich. Where appropriate, staff have the ability to work across multiple venues.



NorfolkCountyFA



@NorfolkCountyFA



NorfolkFA

www.norfolkfa.com



THE
FDC
FOOTBALL DEVELOPMENT CENTRE

THE ROLE

- To be responsible for the day-to-day operations of the kitchen within the facility.
- To be the lead member of staff for the coordination of food preparation and cooking.
- Monitor food stock levels and manage orders to replenish.
- To take beverage and food orders from FDC customers and serve as requested from the FDC café and bar.
- To contribute towards the facility complying with key policies, including Safeguarding and Health & Safety, and other FA regulations where relevant.
- To support the FDC Operations Manager with the planning, designing and creating of our menu.
- To lead all food safety requirements, setting the standards expected and making sure all staff adhere.
- To contribute to the effective implementation of The FA's Safeguarding365 Standard for County FA's.



NorfolkCountyFA



@NorfolkCountyFA



NorfolkFA

www.norfolkfa.com



THE
FDC
FOOTBALL DEVELOPMENT CENTRE

KEY RESPONSIBILITIES

- To be responsible for the day-to-day operations of the kitchen within the facility.
- Prepare and cook a variety of food in line with The FDC café and bar menu.
- Maintain a clean and organised kitchen.
- Adhere to all health and safety (COSHH and Food Hygiene) requirements.
- Monitor food stock levels and place orders as required to replenish.
- Ensure and monitor that all daily, weekly, and monthly kitchen checks and tasks are completed fully and on time.
- Lead the preparation of buffets for events booked at the FDC, including functions, cup finals, birthday parties
- Provide information to the FDC Operations Manager relating to the performance and trends of food and beverage sales from the FDC café and bar.
- Use the facility's cash registers.
- Attend quarterly review meetings with the FDC Operations Manager.
- Have an awareness and understanding of all of County FA policies and procedures.
- Execute tasks as required to meet the County FA's changing priorities.
- Undertake general administrative duties including dealing with telephone enquiries and visitors to The FDC and providing any other support required.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
- Contribute to ensuring that safeguarding and equality are embedded throughout the County FA and grassroots football.
- Provide information and evidence on an annual basis to support the County FA achieving the annual Safeguarding 365 Standard.



NorfolkCountyFA



@NorfolkCountyFA



NorfolkFA

www.norfolkfa.com



THE
FDC
FOOTBALL DEVELOPMENT CENTRE

PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS / TRAINING

ESSENTIAL

- None

DESIRABLE

- Culinary / catering qualifications or equivalent certification
- Level 2 food hygiene
- GCSE – Maths and English to Grade C or IGCSE – Maths and English Grade 4
- Clean, full driving license

SKILLS

- Strong knowledge of food preparation techniques
- Sound organisation and planning skills
- Ability to work on your own and as part of a team
- Ability to demonstrate the use of individual initiative
- Evidence of innovation and problem solving
- Excellent attention to detail
- Skilled in venue menu development and kitchen management

KNOWLEDGE AND EXPERIENCE

- Previous experience of working in a kitchen environment
- Excellent communication skills
- Excellent customer service skills
- Previous experience of money handling
- Knowledge of health and safety regulations and compliance
- Cost control experience and managing this area with detail

ENHANCED DBS CHECK REQUIRED?

Yes, with a check of relevant barred lists





OUR VALUES & BEHAVIOURS

The job holder will be expected to understand and work in accordance with the values and behaviours described below:

VALUES

ENGAGE

Where connection meets action

- We prioritise active involvement, meaningful interaction, and impactful connection with stakeholders, audiences, customers and communities. We strive to create compelling experiences, initiatives, and content; igniting interest, participation, and passion.

INSPIRE

Illuminating the pathway for all

- We foster pride and belonging to support wide reaching goals around participation and development. Through setting standards and championing a diverse range of role models we are looking to ignite a fire within the local population around our game.

EVOLVE

Proactively pursuing growth

- We focus on innovation and continuous improvement of our workforce, processes and the Association as a whole. We have the ambition to remain forward thinking and responsive to current trends as well as adaptable to changing circumstances in the world of football.

UNIFY

Together we achieve more

- Through uniting Norfolk Football, we as the Governing Body aspire to create a cohesive and inclusive community, bringing groups together while celebrating the diversity of the local football landscape.

BEHAVIOURS

PLAY FOR THE FRONT OF THE SHIRT



100

GIVE YOUR 100%

BE BRAVE



PUSH FORWARD

CELEBRATE TOGETHER



NorfolkCountyFA



@NorfolkCountyFA



NorfolkFA

www.norfolkfa.com



THE
FDC
FOOTBALL DEVELOPMENT CENTRE

WORKING HOURS

Permanent contract, full time, 37.5 hours per week

Standard hours will be 9am-5pm Monday, 3-11pm Wednesday & Thursday, 3-10pm Friday and 8.30am-5.30pm Sunday.

Permanent contract, part time 28 hours per week

Standard hours will be 5-11pm Wednesday & Thursday, 2-10pm Friday and 8.30am-5.30 Sunday.

Please note: Norfolk FA is a business that operates 7 days a week, and working hours will often vary in line with the operational needs of the Association.

FURTHER INFORMATION

If you have any questions regarding this role or any of the information enclosed within this job pack please email Ben.Stokes@NorfolkFA.com



NorfolkCountyFA



@NorfolkCountyFA



NorfolkFA

www.norfolkfa.com



THE
FDC
FOOTBALL DEVELOPMENT CENTRE

WORKING TOGETHER TO SUPPORT #NORFOLKFOOTBALL

So, you want a career in football? Well now's your chance!

Work with a great group of people in an exciting and fast paced environment that has the development of the beautiful game at its core.

Make a difference and play your part in changing lives through the power of grassroots sport.

Join us!

APPLY

EQUALITY & DIVERSITY FORM

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

Norfolk County Football Association embraces the diversity of Norfolk Football and promotes equal opportunities for all. We welcome applications from all candidates regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex and religion or belief.

Norfolk County FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



Norfolk County Football Association Ltd
Registered Office: Norfolk County FA, theFDC, Clover Hill Road, Norwich, NR5 9ED
Incorporation No: 3830562 England
To find out more about how we hold personal data, please read our Privacy Policy



NorfolkCountyFA



@NorfolkCountyFA



NorfolkFA

www.norfolkfa.com