



Job Title: Café Leader	Hours: 10 hours a week over 2 days	Location: The Creative Living Centre, 1A Rectory Lane, Prestwich, M25 1BP
Reporting to: Service Delivery Manager	Key responsibility: To lead the delivery of a café service. To create and deliver cookery sessions for people experiencing low emotional wellbeing.	Pay: £13.06 p/h (6,791.20 p/a) (FTE: £25,467 p/a) Terms: 6 months contract with possibility of extension Location: Café/office based for full 10 hours

Café Leader

To ensure the effective delivery of our café services as part of our mental health and well-being team. Delivering hot meals to members who access the centre, providing a social, engaging and welcoming environment. Planning and delivery of training courses, workshops, and social inclusion spaces with a food focus, and links with wellbeing and mental health. This role requires an individual who is self-sufficient, organised and can multi-task.

Key Responsibilities

Service Delivery – Café Service

1. Responsible for the management and delivery of our café services to members.
2. Cooking a wide variety of plant based and vegetarian dishes with an awareness of sustainable options and reducing food waste.
3. Support with the purchase and control of food and other materials in accordance with agreed procedures and budgets.
4. Liaise with our Allotment Group to utilise fresh produce and agree future growing priorities.
5. Liaising with our Volunteer Co-ordinator to utilise volunteer support where appropriate.
6. Ensure that all food safety monitoring procedures are adhered to and that recording systems are followed.
7. Ensure that all health, safety and hygiene issues are addressed and adhered to at all times.
8. Responsible for the cleanliness of all equipment and kitchen surfaces.
9. Attend meetings as required.
10. Undertake training as required.
11. Undertake any other duties and responsibilities of an equivalent level as the need arises.

Service Delivery – Workshops

12. Create and deliver cooking workshops that promote healthy lifestyles, social inclusion, and communication.
13. Deliver sessions in a fun and engaging manner to members with varying degrees of ability.



14. Manage the effective delivery of training sessions and workshops within associated budgets, including reporting, record keeping, lesson plans, updating member records.
15. Monitor and ensure a good experience and outcomes for Members.
16. Ensure compliance with legal, quality and funder requirements, including Information Governance, Health and Safety, Food Hygiene, Equal Opportunities, Diversity, and Inclusion, etc.

Safeguarding

- Be aware of safeguarding processes and undertake any associated training.

Operational Support

- Support the team in delivering a holistic service to our members, understanding that we are stronger together.

Reporting to:

- The Service Delivery Manager.

Person Specification

Experience

Essential	Desirable
<ul style="list-style-type: none"> • At least 1 year experience of working within kitchen / food-based environments. • Ability to plan, facilitate and deliver a café service for light meals. • Use to working on own initiative • Understanding of the challenges faced by those with a range of mental health needs. 	<ul style="list-style-type: none"> • Working in a charity or similar organisation. • Working in a community setting with people with a range of mental health needs. • Working within busy school kitchens, care home kitchens • Financial planning and managing budgets. • Experience supporting people with cooking skills

Knowledge and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Health and Safety and Food Hygiene, Manual handling. • Takes responsibility to maintain and update knowledge and skills relevant to the role. • Ability to create and teach recipes designed for a variety of audiences, for example: low income, reducing food waste, vegetarian, 5 ingredients or less, one pot wonders, easy to follow, etc. 	<ul style="list-style-type: none"> • Relevant qualification, such as NVQ Community Mental Health, or equivalent worked knowledge in a community setting. • Knowledge of mental health support services. • Knowledge of safeguarding. • Knowledge of data confidentiality requirements. • Relevant qualification, such as, Health Science, Nutrition for Health.

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • Ability to effectively manage multiple priorities / multitasking. 	<ul style="list-style-type: none"> • Strategic thinker with ability to see things differently.



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| <ul style="list-style-type: none">• Able to deal with complex and challenging issues in a calm and positive way.• Builds and maintains positive and collaborative relationships• Highly organised.• Ability to motivate self and others.• Demonstrable leadership skills.• Excellent communication skills. | <ul style="list-style-type: none">• Able to develop external relationships and strong collaborations. |
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About the Creative Living Centre

CLC offers a person-centred holistic approach to supporting people experiencing poor emotional wellbeing and poor mental health. Being person-centred means, we treat people with dignity and respect and help them to develop the knowledge, skills and confidence they need to effectively manage their own mental wellbeing and mental health. This is done in a way that is coordinated and tailored to the needs of the individual. A holistic approach means thinking about the whole person, considering their emotional, occupational, physical, social, intellectual, and spiritual needs. For more information see our website at www.creativelivingcentre.org.uk

Application Process

Please send a CV, cover letter and completed application form to cody.hodkinson@creativelivingcentre.org.uk. The application form and full job description can be found at <https://www.creativelivingcentre.org.uk/work-with-us.html>

The closing date for applications is 31st October 2023. and we expect interviews to take place week commencing 6th November 2023.

For enquiries or an informal discussion about the role, contact:

- Cody Hodkinson on cody.hodkinson@creativelivingcentre.org.uk, or call 0161 696 7501.