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Senior Café Lead

Reference: 95223

Courtyard Café – Horsforth, Leeds

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

Closing Date: 05 December 2026

Once you have submitted your application form allow *10 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS**.**

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

Recruitment Department

All employees are subject to enhanced DBS checks

JOB DESCRIPTION – SENIOR CAFÉ LEAD

Courtyard Café – Horsforth, Leeds

Hours: 37.5 hrs per week, to be worked over 5 days including Saturdays. Part time hour's available, minimum of 2 days per week – 18 hours. Shifts are to be worked flexibly on a rota according to the needs of the service.

Responsible To: Registered Manager, Personalised Service Manager & Project Manager

The Role:

To provide the lead for the successful operation of a not for profit community café. The Café Lead will be responsible for stock taking, ordering provision and maintaining the kitchen in a hygienic and safe condition and the successful running of the cafe. You will be required to lead and manage a small team of café support workers and service users who are on placement in the café.

The Courtyard Café supports adults with Learning Disabilities and Autism to operate and run a café for the benefit of the local community. You will also be responsible for further developing community links and partnerships within the local community.

Main Duties

Food Preparation

1. To prepare and cook meals in line with an agreed menu plan for the day service. To ensure that meals are well prepared and presented.

2. To provide a varied menu in consultation with service users and customers. To produce a menu plans and to ensure that meals are nutritionally balanced to meet the needs of the local community and service users who attend on placements.

3. To prepare food in a hygienic manner and in keeping with health and safety and food hygiene legislation.

4. To work with service users as and when appropriate.

5. To work with and support service users on placements and volunteers as and when appropriate.

6. To communicate with the café team in relation to planning menus and ordering food items.

7. To ensure that all food is prepared and stored in line with food hygiene standards.

Cleaning

9. To keep all kitchen and dining areas clean and tidy according to the cleaning schedules.

10. To ensure that the kitchen areas and all the cooking equipment are maintained in a safe, hygienic condition according to the cleaning schedules.

11. To follow safety procedures in respect of dangerous cleaning substances.

Stock Management

12. To keep up-to-date records of all items issued and be responsible when stocks need Re-ordering.

13. To ensure that all cleaning materials are used in an economical way.

14. To develop relationships with service users and promote an atmosphere of trust and respect.

Training

15. To attend relevant training including food nutrition, food hygiene and health and safety courses.

16. To accept regular support and supervision from the line manager.

Management Team Work

17. To be part of the leadership team in the Courtyard Services ensuring that it provides a reliable service to those whom we support.

18. To build and maintain strong links with other agencies, to ensure smooth and effective interagency working with an emphasis on culturally appropriate resources within the area.

19. To offer support and supervision to any junior staff or relief staff.

20. To supervise staff in accordance with Creative Support's supervision policy.

21. To liaise with other team members to ensure that continuity of support and excellent communications are maintained at all times.

22. To ensure that all financial transactions are promptly and accurately recorded.

Health and Safety

23. To recognise the need for a safe and hygienic environment in the service.

Other

24. To provide regular verbal and written reports to line manager.

25. To carry out all work in a manner consistent with the aims of the project and the service principles of Creative Support.

26. To comply with and to implement the Equal Opportunities Policy of Creative Support.

27. To maintain confidentiality at all times, in accordance with the agreed policy.

28. To observe any written policies, procedures and guidelines for good practice agreed by Creative Support.

29. Any other duties as required

PERSON SPECIFICATION – SENIOR CAFÉ LEAD

Courtyard Café – Horsforth, Leeds

	QUALITIES AND QUALIFICATIONS REQUIRED	How Assessed	Essential/ Desirable
1	Working as a member of a team	Application & Interview	Essential
2	At least one year's experience in a similar role or with similar experience	Application & Interview	Essential
3	Practical cooking skills including ensuring meals are well prepared and presented	Application & Interview	Essential
4	Knowledge of food preparation and menu planning for groups of people	Application & Interview	Essential
5	A working knowledge of the nutritional needs of older people to meet dietary requirements	Application & Interview	Essential
6	An ability to work unsupervised and to organise own work	Application & Interview	Essential
7	An ability to complete tasks following a schedule of work	Application & Interview	Essential
8	Basic verbal and written communication skills, with an ability to contribute to a record and finance keeping system and write and organise meal plans	Application & Interview	Essential
9	Willingness to work as part of a team	Application & Interview	Essential
10	A common sense understanding of household management	Application & Interview	Essential
11	Possession of a food hygiene certificate or willingness to undertake this	Application & Interview	Essential
12	A relevant catering certificate or qualifications	Application & Interview	Essential

TERMS AND CONDITIONS – SENIOR CAFÉ LEAD
Courtyard Café – Horsforth, Leeds

Salary:	**Up to £13.45 per hour**	
	Point One:	£13.35 per hour
	Point Two:	£13.45 per hour
Please Note: *Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month.*		

Hours of Work:
37.5 hrs per week, to be worked over 5 days per week. Part time hours are available, minimum of 2 days per week (18 hours). Shifts are to be worked flexibly on a rota according to the needs of the service, including Saturdays.

Holidays:
20 days per year pro rata plus 8 statutory days.

Birthday Holiday Bonus:
You will be permanently entitled to one additional day (pro rata for part time employees) annual leave to be taken three weeks either side of your birth date. If you do not take this additional day within that period you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

Disclosure Checks:
All appointments will be subject to DBS enhanced disclosure and ISA checks.

Probationary Period:
The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

Sickness Policy:
Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support pay for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to twenty four months service - Up to a maximum of four weeks at full pay.
- Twenty four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Pension:
Creative Support operates an auto-enrolment pension scheme with the People's Pension.

Life Assurance:
Currently set at two time's basic annual salary. Staff become members of a non-contributory group life assurance scheme after 6 month employment. This scheme provides a death in service benefit of two time's annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend its life assurance scheme at any time on reasonable notice to you.

Discretionary Benefits:
Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer's leave up to 5 days per annum

Employee Assistance Service:
This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

Hospital Saturday Fund:
An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

Annual Rail Ticket:
Discounted annual rail season ticket plans available to employees through Northern Rail.

Payroll Giving:
Administered by Charities Trust, a tax efficient was of donating a regular basis to any of the registered charities either large or small.

Achieve Q Staff Awards:
Recognising dedicated staff across the organisation with standard, silver and gold awards given out every 2 months.

Your Rewards:
Employee benefits and discount vouchers available through the Your Rewards website.
Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

Retirement Awards:
£100 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

Refer a Friend Scheme:
Staff who successfully refer a friend to Creative Support's employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment

Welcome Back Grant:
£200 worth of vouchers for employees who return to the organisation who had have at least six months between resigning from their original post and taking up their new role.

Uniform:
If applicable for your service you will be provided with a uniform. The amount of uniforms that provided will be depended on your hours worked.

Company mobile phone and laptop:
If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

Travel Expenses:
These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

Lease Cars/Car Allowance:
A mileage allowance is payable for the use of employee's car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly business upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee's certificate of insurance must be made available for inspection on commencing employment.

Networks:
The EDI Network and the LGBTQ+ Network are available to all our employees. The EDI Network advocates for our staff of colour whilst providing support and resources for employees who may face challenges related to diversity and inclusion. The LGBTQ+ Network promotes visibility and representation of LGBTQ+ individuals within the company.