

Job Description



Job Title: Catering Coordinator

Responsible to: Head of Centre and Operations Manager

Job Description:

Our **Catering Coordinator** is a key post within the operational team here at CACT. You will lead the delivery of the catering service to our residential and day groups. This is a fun, busy post which will include hands-on cooking in our professional kitchen, kitchen management tasks and, at times, assisting with the supervision of a small catering team. This is an active role and will require the post holder to be able to carry out duties associated with kitchen work, including manual handling e.g. carrying saucepans, food items, assisting with food deliveries.

When catering is not required for our groups, you will be expected to support in the delivery of our products and services, to include both water sports and land-based activities. Full training will be provided to support this.

Key Responsibilities

- Cooking and delivering of breakfasts (earliest usually 7.45 am) and evening meals (latest usually 6.30 pm) for up to 100 residential visitors, whilst ensuring the wide variety of dietary needs and tastes are met at all time.
- Ensuring all meals are produced in line with health and hygiene regulations
- Accurately completing all monitoring and recording paperwork i.e. HACCP (Hazard Analysis and Critical Control Points)
- Compiling a varied range of menus, that ensures that the nutritional needs of our groups are met, within our allocated budget.
- Assisting with the compilation of catering and food budgets
- Assisting with the compilation of catering staff rotas
- Assisting with the supervision of the catering support team
- Assisting with the induction and in-house training of the catering team
- Provision of light lunches or packed lunches for residential groups, as required
- Preparation of home baked items for packed lunches, afternoon teas and supper
- Washing up of utensils, crockery and cutlery as required
- Assisting and lead with sourcing suppliers, stock control, and placing orders
- Receiving deliveries and ensuring they are checked, recorded and correctly stored on arrival
- Providing lunches for staff on duty (when required)
- Ensuring that tea/coffee making areas for visitors are kept clean and stocked throughout the day
- Ensuring that catering equipment is appropriately maintained and serviced
- Routine cleaning of the kitchen to ensure hygiene standards are met at all times
- Participating in the cleaning, upkeep and decorating of the kitchen and dining area in off-peak times

General

- Participating in the delivery of the Trust's products and services
- Complying with all relevant legislation/CACT Operating Codes of Practice, CACT Health and Safety Handbook and CACT Policies and Procedures
- Delivering a high standard of customer service and care
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with other staff to ensure that appropriate levels of service are maintained during absences and periods of high workload
- Maintaining professional standards at all times in accordance with CACT policies
- Attending staff meetings as well as CACT internal and external training as required, in order to share best practice and improve team performance within the Trust.
- Participating fully in staff development activities. This may sometimes involve travel to other centres, with the occasional overnight stay)
- Driving: We have a small nine seat minibus, which you may be asked to drive. To do so, you will need to be 21 years or over, have a full valid driving license, to have been driving for at least two years, and undertake an internal assessment on commencement of the role
- Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of the Trust.

Summary of Terms and Conditions

- **Salary:** £17,500pa - £20,000 pa
- **Fixed term contract**
- **Probation period:** 3 months
- **Holidays:** 28 days including statutory bank holidays
- **Working hours:** 40hrs per week
- **Uniform:** Basic uniform will be provided
- **Training:** Will be given as required, in accordance with the Centre and Trust's needs

Qualifications and Experience: Catering Coordinator

Applicants must be able to demonstrate and evidence personal experience, to include at least one year's catering for groups and individuals.

Role Specification	Essential	Desirable
Two seasons' experience in catering for large groups	✓	
Formal qualification in food preparation	✓	
Willing to develop your own capabilities and qualifications	✓	
Understanding of the Health and Safety issues required in a busy Outdoor Education and Adventure Residential Centre..		✓
A high level of interpersonal skills and team values.	✓	
Good communicator.	✓	
Good organisational skills.	✓	
Good logistic and IT skills.	✓	
First Aid qualified.	✓	
To be able to work as part of a team and independently	✓	
To work within centre policies and procedures	✓	
Driving licence	✓	
To be able to reflect the ethos of the Trust and uphold its mission and its values.	✓	
Completion of a The Disclosure and Barring Service (DBS) process.	✓	
Ability to remain calm in difficult situations and identify solutions to problems.	✓	
Experience and/or qualifications in general Health and Safety, e.g. PPE inspection, Risk assessment, NEBOSH		✓
Coaching experience or awards in Kayak/Canoe or Dinghy sailing, with the ability to work as part of a team and on your own initiative. Qualifications and experience in Archery (GNAS) Climbing (CWA) or Mountain Biking (BSCA) are desirable, but not essential, as there will be opportunities to train		✓
Experience in land based activities to include Low Ropes, Orienteering, Problem Solving, Team building and initiative exercise are desirable, but not essential, as there will be opportunities to train		✓
Competent in supervising and developing others in the safe performance of their duties to lead outdoor activities.	✓	