

Job Description



Job Title: Cook/Catering Supervisor

Responsible to: Head of Centre and Operations Manager

Job Description:

Our **Cook/Catering Supervisor** 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.

Key Responsibilities

- Cooking and delivering of breakfasts, picnic-style lunches, homemade cakes and evening meals for up to 100 residential visitors, whilst ensuring the wide variety of dietary needs and tastes are met at all times.
- 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) and be compliant with the requirements of the environmental health officer inspections.
- Compiling a varied range of menus, that ensures that the nutritional needs of our groups are met, within our allocated budget.
- Leading with the compilation of catering and food costings
- Assisting with the compilation of catering staff rotas
- Leading with the supervision of the catering support team
- Assisting with the induction and in-house training of the catering team
- Preparation of home baked items for afternoon teas and supper
- Washing up of utensils, crockery and cutlery as required
- Leading with sourcing suppliers, stock control, and placing orders
- Receiving deliveries and ensuring they are checked, recorded and correctly stored on arrival
- 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 and upkeep 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.
- Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of the Trust.

Qualifications and Experience: Cook/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, e.g. Food Safety & Hygiene Level 2 Course	✓	
Willing to develop your own capabilities and qualifications	✓	
Understanding of the Health and Safety issues required in a busy kitchen within a residential activity 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 (an advantage due to the Centre's rural location)		✓
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		✓
Be able to demonstrate a high standard of personal hygiene and cleanliness	✓	