



## Diocese of Westminster

<b><u>Job profile</u></b>	<b>Catering Manager</b>
<b><u>Location:</u></b>	Caritas St Joseph's Hendon
<b><u>Reporting to:</u></b>	Centre Manager
<b><u>Job reference:</u></b>	0095-09017

### **Job Purpose:**

The catering manager will cater for students and the team during given hours at the Centre, providing food and hospitality. As part of their role, the candidate will plan, deliver the menus and work in a 'person-centred' way with each student. The post holder will also be able to manage the support staff and volunteers in the kitchen.

### **Principal duties and responsibilities**

1. To plan, deliver and evaluate the menus.
2. To work in a 'person-centred' way with each student.
3. To motivate and inspire volunteers and assess their achievements and progress
4. To manage the kitchen administration paying particular attention to the Health and Safety regulations regarding hygiene and foodstuffs.

### **Key Areas of Responsibility:**

1. To prepare and cook foodstuffs in the most methodical, practical and economical way possible.
2. To order food and drink as needed in accordance with the budget and service requirements.
3. To work in line with Health and Safety guidelines ensuring hygienic and safe preparation and storage of foodstuffs.
4. To work in accordance with Caritas St Joseph's Health and Safety policies, confidentiality policy, in line with safeguarding vulnerable adults procedures
5. To liaise in a professional manner with colleagues from other agencies.
6. To actively participate in supervision.
7. To work within the overall strategy and budget for the Centre
8. To maintain all equipment, refrigerators and floors within the kitchen area in a clean and hygienic condition
9. To supervise kitchen assistants in the preparation of foodstuffs for the coming meal time with regards to cleanliness and hygiene.
10. To ensure all practices and procedures in the kitchen area are in line with Environmental Health Authority.
11. To assist with the preparation of a 14-day menu programme in order to provide meals in the most economical, wholesome and nutritious manner possible.
12. To keep records on foodstuffs used, allergens and hygiene work carried out in the kitchen ie cleaning and defrosting of fridges.
13. To be responsible for the security of the kitchen, fridges, freezers and all equipment kept therein.
14. To undertake any other duties requested by the Manager in order to maintain the efficient day to day running of the department.

<b><u>Person specification:</u></b>	<b>Catering Manager</b>
<b><u>Contract Type:</u></b>	Part time
<b><u>Salary:</u></b>	£11.73 per hour
<b><u>Hours of work:</u></b>	8 hours per week (Tuesday and Wednesday 11 – 3)

**Skills, aptitudes, attributes**

1. Qualifications and experience of catering is essential. Level 3 Food Hygiene required.
2. Qualification in the chosen subject is essential.
3. Knowledge and experience of working with people with learning difficulties is desirable.
4. Ability to work independently and as part of a team
5. Ability to motivate yourself, staff and students
6. Good interpersonal skills, both written and verbal
7. Commitment to the mission and values of St Joseph's Pastoral Centre

**Confidentiality**

1. It is expected that all St Joseph's Pastoral Centre employees and volunteers will understand that our work is confidential and that personal details about people we work with and their families should not be divulged to members of the public

**Value Base**

1. The post holder is expected to become familiar with the ethos and value base of St Joseph's Pastoral Centre and work within that framework. He/she must be prepared to operate within a Catholic organisation, with the understanding that the agency works with all people, regardless of religious beliefs.

**Other**

1. The post is subject to an enhanced check by Disclosure and Barring Service

**N.B** This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required.