



Job Title	Catering Manager (part Time)
Department / Parish / Agency	Caritas St Joseph's
Reporting to	Centre Manager
Cost Centre	98M
Location / Address	Caritas St Joseph's Hendon
Management of	
Contract type	Part-time
Hours of work	16 hours per week (Mon – Thu 11 am – 3 pm)
Salary per hour	£12.02 per hour
Job reference number	391-98M

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. Candidate will also be able to manage the support staff and volunteers in the kitchen.

Principle duties and responsibilities:

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

Key Areas of Responsibility:

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

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Good interpersonal skills, both written and verbal	E
Commitment to the mission and values of St Joseph's Pastoral Centre	E
Ability to work independently and as part of a team	E
Ability to motivate yourself, staff and students	E
Experience	
Experience of catering	E
Knowledge and experience of working with people with learning difficulties	D
Qualifications	
Qualifications in Catering - Level 3 Food Hygiene	E

