

Job Description

Job title: Catering Supervisor

Main purpose of the job:

1. To support the catering team in providing food for those accessing the Bradbury Centre, the emergency accommodation and complex needs supported accommodation.
2. To organize and oversee the preparing, cooking and serving of meals.
3. To efficiently organise and run a team of staff and volunteers.
4. To train volunteers and service users in cooking and catering skills.

Department: Catering Team

Scale: Points 11-16

Salary: See HARP website for salary

Hours: Full Time (37 per week)/ or Part time (job share)

Term: Permanent

Position reports to: Team Manager

Position is responsible for: Volunteers, Peer Mentors

Main Responsibilities

- In consultation with staff, volunteers and service users, set weekly low cost, healthy and nutritious menus and ensure that all the ingredients necessary to cook the meals are available on the day they are required.
- Ensure that all Food Hygiene Regulations are strictly enforced and adhered to.
- Ensure that all daily checks and daily/weekly/monthly paperwork is completed to, the HACCP standard.
- Ensure that HACCP information is kept up to date.
- Ensure that all our kitchens are compliant with allergen requirements and best practice in this, for a commercial kitchen.
- Provide a programme of training sessions that aim to improve the ability of individuals to provide for themselves low budget, healthy and nutritious meals.
- Organise and oversee the preparation, cooking and serving of the daily meal, ensuring that all service users who are booked in for a meal are fed.
- Supervise and manage staff and volunteers.

- Assist in, and maintain a desirable level of quality for all food donations and ensure the recording of such donations.
- Assist in and maintain, HACCP compliant storage of all food products.
- Involvement and the running of, cooking based groups for service users.
- Show flexibility and positivity in your role.

Delivery

- Attend regular team meetings across the services that have a food provisions.
- Encourage residents and service users to engage in open conversations about food choices to tailor weekly food menu's in conjunction with this.
- Work alongside residents to develop low budget, healthy and nutritious meals in preparation for move on.
- Assist colleagues in organising and providing nutritious meals.
- Be flexible to work across all sites in accordance with the rota.
- Ensure that anti-oppressive practices are an integral part of the service and that it is applied to all our residents and service users.

Monitoring and Evaluation

- Ensure that the information on the HARP In-Form database is accurate and fully updated so that it is always available for monitoring and reporting purposes.

Stakeholder Management

- Develop and maintain good professional working relationships with all agencies that work in partnership with HARP.

GDPR & Data Protection

- Ensure all HARP data is kept according to HARP's GDPR and Data Protection policies in line with national legislation.

Confidentiality

- Treat personal, private or sensitive information about individuals, organisations and/or clients or staff with confidentiality..

Budget

- Ensure timely housing benefit claims are made and service charge is collected.

Housing Management

- Ensure that the kitchen areas worked in are left in a suitable condition.
- Ensure that all food storage areas are kept in a suitable condition.
- To ensure HARP properties, whether owned or leased, and the surrounding

environment is safe and secure; conducive for effective client engagement and support and also supports cohesive neighbour and community relations.

Press and PR

- Support the work of the Fundraising & Communications Departments as required in promoting HARP's services to the local press and media agencies.

Person Specification

Qualifications

1. Level 3 Food Safety. **Desirable**. If applicant does not have this then the willingness to undertake on acceptance of a job offer.

Relevant experience

2. Knowledge of health and safety and applying this to a catering environment. **Desirable**
3. Experience of working in catering sector. **Essential**
4. Experience of running a team. **Essential**
5. Experience of working with vulnerable people. **Essential**

Aptitude, Skills and Abilities

6. Ability to cope with challenging situations, and deal with them calmly, efficiently and effectively. **Essential**
7. IT skills at a level to effectively use email, internet and database systems. **Essential**
8. Self-motivation and the confidence to work alone but can also work co-operatively and flexibly as part of a team. **Essential**
9. Manual driving licence. **Essential**

Personal Attributes

10. Patience, politeness and self-control. **Essential**
11. Flexibility to work across a 7 day rota. **Essential**
12. Willingness to undertake any further training that may be seen as necessary. **Essential**
13. Ability to work in a high pressured and fast moving environment. **Essential**