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|  | **Job Description**  |
| College Caterer |
| Service:Reporting to:Period:Location: | Oakwood Specialist CollegeHead of Campus39.6 weeks 30 hours per weekYate campus  |
|  |  |

Aims of the post:

As a member of the College support team, you will be responsible for ensuring the catering outlets at the College, are well kept, clean and stocked. You will plan suitable menus for our learners, following guidelines on nutrition and healthy eating. You will prepare, cook and serve learner meals, strictly following the Safer Food Guidance from the Food Standards Agency. You will work closely with other support staff and the Management Team to build relationships and understanding with our young people to make them feel welcome and supported at break and lunch times.

Key responsibilities & objectives:

* To prepare high quality meals for learner’s lunches and clearing of food once finished.
* To ensure that the catering outlets meet a high standard of cleanliness and adhere to internal and external standards.
* Play an active role in college life, prioritising the experience of the learners and being an excellent and supportive colleague.
* To carry out such duties and responsibilities under the Health and Safety at Work Act and associated legislation as described in the college’s Health and Safety policy documents.
* To clean some parts of the premises and all the kitchen equipment.
* To clean the dining furniture and all light equipment such as crockery and cutlery.
* To be aware of the importance of hygiene and Health and Safety and being able to carry out corrective action as necessary with the Health and Safety at Work Act and published policies and practices documents.
* Reporting equipment, maintenance problems and energy leaks to your line manager.
* Order materials, supplies and ingredients based on demand.
* Ensuring the correct and economical use of all materials and equipment.
* To have due regard for Safeguarding and promoting the welfare of children and young people and to follow College safeguarding procedures.
* Follow and complete necessary paperwork.
* Checking and documenting the temperatures of the fridge and freezers on the campus.
* Supporting young people on work experience within the kitchen.
* Ensuring your internal online mandatory training is completed and kept up to date.

**Health & Safety:**

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Employees are required to co-operate with management to enable Phoenix Leading and Care to meet its own legal duties and to report any hazardous situations or defective equipment.

The approach required:

* Unflinchingly high aspirations for all young people that study at Oakwood, and high expectations of behaviour for them within their own context.
* Unflinchingly high expectations of behaviour and professional conduct of colleagues and self.
* The humility to recognise where things may not be working, and the progress of learners are at risk, and to speak up and seek support to improve.
* A continuous commitment to seeking to understand each young person and their needs, including those that make them diverse, complex and sometimes challenging.
* The drive to overcome challenges and setbacks using clear and tangible steps and making positive personal changes to approaches.
* Being a “present” and active listener and contributor in conversations about learning.
* Leading formal and informal conversations about best practice with colleagues.
* Being alive and open to new ideas and ways of working.
* Demonstrate enthusiasm and engagement in trying something new, sharing ideas and collaborating.

Personal Responsibilities:

* To maintain own continuing professional and personal development (supported by the organisation where appropriate) to ensure up-to-date knowledge.
* To be responsible for organising and prioritising own workload in the day-to-day allocation of work.
* To maintain appropriate confidentiality of information relating to the Company and its employees and maintain compliance with the Data Protection Act and GDPR legislation.
* To set high expectations for all and act as a role model for the Phoenix Values and Code of Conduct.

**Person Specification**

**APP** – Application **INT** = Interview  **AST** = Assessment

| **Essential Criteria** | **Measurement** |
| --- | --- |
| **APP** | **INT** | **AST** |
| Appropriate Food Hygiene qualifications  | **✓** |  |  |
| Experience of working in a catering setting  | **✓** | **✓** |  |
| Understanding of and commitment to safeguarding children and young people, and to equal opportunities and diversity at a management level | **✓** | **✓** |  |
| Excellent customer service skills | **✓** | **✓** |  |
| Resilient and able to work on own initiative and work as part of a team  | **✓** | **✓** |  |
| Professional and committed approach to work | **✓** | **✓** |  |
| Excellent interpersonal and communication skills with the ability to lead and build effective relationships with team members | **✓** | **✓** |  |
| Welcome and supportive disposition  | **✓** | **✓** |  |

| **Desirable Criteria** | **Measurement** |
| --- | --- |
| **APP** | **INT** | **AST** |
| First aid qualification  | **✓** |  |  |
| Literacy and numeracy qualifications to at least Level two or equivalent  | **✓** |  |  |
| Qualifications in supporting people with autism and/or learning disability.  | **✓** |  |  |
| Experience of working with young people with autism and/or learning disability who demonstrate behaviours that challenge.  | **✓** | **✓** |  |
| Full driving license and willingness to drive a college vehicle. | **✓** | **✓** |  |

| **Organisation Values** | **Measurement** |
| --- | --- |
| **APP** | **INT** | **AST** |
| Honesty | Mutual honesty is the cornerstone of any relationship we build with the people we work with. | **✓** | **✓** | **✓** |
| Empathy | We work to understand and empathise with all the individuals we care for – it is important we show empathy and not sympathy. | **✓** | **✓** | **✓** |
| Aspiration | We work to assist all individuals aspire to achieve their goals and outcomes. | **✓** | **✓** | **✓** |
| Respect | We treat others in the same way we wish to be treated and to build shared respect. | **✓** | **✓** | **✓** |
| Teamwork | We strive to provide consistency in our approach through effective teamwork and to bring the best out of each other. | **✓** | **✓** | **✓** |