



<b>Title:</b> <b>Caterer</b>	<b>Department</b> <b>Adult Social Care, Health and Public Protection</b>	<b>Post Ref.</b>
<b>Job Purpose</b> To provide all catering services within day service, with particular emphasis on healthy eating and dietary requirements of people with specific health or cultural needs.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. To monitor expenditure and ensure that the service provided is cost effective and within the budget set.</li><li>2. To plan menus and arrange food purchasing.</li><li>3. To ensure that food is presented attractively to encourage sales and that it is portioned correctly.</li><li>4. To be responsible for maintaining a high standard of cleanliness in the kitchen and ensure good hygiene practices are observed throughout.</li><li>5. To be responsible for the security of the kitchen, dining and food storage areas including maintenance of adequate stock control records.</li></ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>6. To research service user views and opinions about menus and choice and take action as appropriate to resolve complaints.</li><li>7. To establish satisfactory cleaning schedules, ensure that these are carried out at the frequency required and undertake all Assured Safe Catering procedures and documentation</li><li>8. To ensure deliveries are checked for quality and quantity and take appropriate action in the vent of problems arising.</li><li>9. To alert the day service manager of any defects in equipment and take appropriate action to effect repairs or replacement.</li><li>10. To ensure that the requirements of the Health and Safety at Work Act are complied with and that all those using the catering facilities are given adequate instruction.</li></ol>	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>		

**Person Specification: Caterer**

**Education and Knowledge**

1. Either City & Guilds 706/1/2, NVQ Level 1/2 in food preparation or equivalent.
2. Knowledge of responsibilities under the food safety act and associated legislation.
3. Knowledge of menu planning, which includes choice and food purchasing.
4. Knowledge of issues in relation to health eating and catering for special diets.
5. Knowledge of safe working practices.

**Experience**

12. Appropriate experience in cooking for similar numbers.
13. In menu planning and food purchasing within limited budgets.
14. In record keeping, budget monitoring and stock control.
15. Of managing staff and delegating work to staff.

**Role Dimensions**

16. To manage and supervise the work of the catering assistant.
17. To support service users and other personnel deployed to work within the catering service and ensure that they work within established guidelines.

**Personal skills and general competencies**

6. Puts into practice the Council's commitment to excellent customer care.
7. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.
8. Works well with colleagues but also able to work on their own initiative.
9. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
10. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.
11. Able to cook economical, nutritious, high quality meals which meet service users needs.

*Please attach a structure chart*