

Title: Caterer/Caretaking Supervisor (37 hrs per week)	Department: Children, Families and Cultural Services Youth Families and Social Work Hagg Farm Outdoor Education Centre (S33 0BJ)	Post Ref. 7188
Job Purpose The Caterer/Caretaking Supervisor will be responsible for housekeeping in the centre for 37 hours per week including catering, security of the premises and its contents, cleaning and other duties arising from the use of the premises. Whist the main base of this post is Hagg Farm OEC the post holder may be required to work at the St Michaels centre in Hathersage occasionally.		
Key Responsibilities <div>1. Develop catering service for schools, other customer groups and events at Hagg Farm OEC/St Michaels</div> <div>2. Organise all aspects of the provision including menu planning, food purchase/collection, maintenance records and accounts, staffing and rotas, liaison with schools, attendance at appropriate training courses and induction of temporary/part time staff</div> <div>3. Maintenance of high standards of hygiene and health and safety in the kitchen, dining and food storage areas. Advise the Head of Centre on action needed to ensure these standards are maintained</div> <div>4. To give adequate supervision and advise to his/her supporting staff</div> <div>5. Maintaining the required record of timesheets, attendance records etc. Ensuring that adequate domestic supplies, including fuel, cleaning, janitorial and catering supplies are ordered and maintained</div> <div>6. Taking reasonable care for the health and safety of him/her self and all other persons affected by his/her activities and safeguarding the health and safety of all persons under his/her supervision in accordance with the provision of health and safety legislation</div>		Key Accountabilities <div>1. Accountable for personal health and safety, NCC health and safety procedures to be followed at all times e.g. COSHH/risk assessment and following manufacturers recommended instructions at all times</div> <div>2. Accountable for efficient personal time keeping, working to set/agreed work standards and high standards of customer care</div>
The post holder will perform any duty or task that is appropriate for the role described		

Person Specification	
<p>Education and Knowledge</p> <p>No specific qualifications required but an ability to understand on-site basic training in catering techniques and basic food hygiene</p>	<p>Personal skills and general competencies</p> <ul style="list-style-type: none"> • Puts into practice the council's commitment to excellent customer care • Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. • Works well with colleagues but also able to work on their own initiative. • Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
<p>Experience</p> <ul style="list-style-type: none"> • Previous catering and caretaking experience • Organised approach to work • Ability to motivate others • Willingness to undertake training • Ability to get on with and understand the needs of the customers • Ability to work as a team. Enjoys working with children and is outgoing and friendly. Ability to work under pressure, to tight time scales and without supervision • Strong commitment to the job, regular time keeper, alert and able to react in case of an emergency. Live 30 minutes from centre 	
<p>Role Dimensions</p> <ul style="list-style-type: none"> • The Caterer/Caretaking Supervisor will be responsible for catering and cleaning at Hagg Farm OEC including security of the premises and its contents and other duties arising from the use of the premises • The role is generally Monday to Friday but will include some weekend work to meet the needs of the centre, catering and cleaning 	

Date 7/06/2018 - JB