



<b>Job Title</b>	<b>Catering Coordinator</b>
<b>Reports to</b>	Activity Coordinator
<b>Line Manager to:</b>	Casual Kitchen Staff
<b>Business Function</b>	Centre Operations
<b>Business Operation</b>	Thomley Hall Centre Ltd
<b>Location</b>	Worminghall
<b>Hours of Work</b>	24 hours Mon – Sun undertaking hours to suit business needs.

### **Purpose of the role:**

Catering Coordinator (CC) is accountable for:

- Ensuring health and safety standards in the kitchen.
- Delivering healthy and essential meals, snacks and drinks to day visitors of Thomley.
- Line management of casual kitchen staff to ensure kitchen services remain a professional and high quality service for visitors.
- Providing catering for events.

### **Essence of the role:**

The essence of the role is to deliver a high quality catering service for all Thomley visitors and events.

To achieve this the CC will:

- Manage all day to day functions of the kitchen.
- Work collaboratively with the activity coordinators and casual staff to ensure the kitchen functions effectively at all times.
- Keep updated on current government legislation and guidance in relation to food safety and allergens.
- Coordinate performance reviews for the catering with your line manager.

## **Essential Skills, Experience and Knowledge**

### **Skills**

- Menu planning.
- Stock control.

- Customer service skills.
- Budget management.
- Events management.
- Baking and cooking skills.
- Organised and proactive.
- Allergen and food safety awareness.
- Health and safety awareness.

### **Experience**

- Working within the field of supporting disabled people.
- Working with children and/or adults with a range of learning, physical or medical impairments.
- Working in an events environment.
- Working in a café or catering kitchen.
- Working with rare dietary needs.
- Managing staff.

### **Knowledge**

- The centre's current policy and procedures.
- Level 2 training in Food Safety
- Level 2 Food Allergens.
- Fire training.
- First aid training.

## **Accountabilities and Responsibilities**

### **Key Accountabilities**

- Ensure visitor, staff, volunteers and contractor health and safety in the kitchen and with our safer food standards.
- Delivery of the cafes day menu to visitors.
- Line management, motivation and development of casual kitchen staff.
- Ensuring the kitchen's operations are compliant with current legislation, regulations and guidance.
- Cleaning regime of the kitchen and pavilion to a high standard.
- Maintaining a 5 star food hygiene rating.

### **Key Responsibilities**

- Manage the café menu.
- Manage stock control.
- Manage health and safety in the kitchen.
- Manage kitchen casual staff.
- Coordinate catering of events and functions.
- Operate a cash till and follow all cashing up procedures.
- Promote and drive sales of the café via multiple avenues.

### **Requirements**

- Clear DBS Check