
Catering Coordinator

£9,487 per annum, (Band 8 SCP 12-15)*

Permanent
Part Time

15 hrs/week - Term Time Only + 10 days

Ref 2024026

Whole Trust (Hartlepool)

*Pay award pending – (£9,954)

Catcote Academy provides learning for a wide range of students with Learning Difficulties or Disabilities from the age of 11 to 18. Catcote Futures provides learning for students with Learning Difficulties or Disabilities from the age of 19.

We are looking to appoint a Catering Coordinator who will have extensive experience in the catering industry and be well versed in food hygiene and allergen legislation. This is a part time role with some flexibility in which days are worked. Applicants with previous experience of school food government standards is desirable but not essential.

You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

Closing date: Thursday 12th December 2024

Start Date: As soon as possible

Interviews: Monday 16th December 2024

Completed application forms to be sent to:

Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ

Or email jobs@catcote.co.uk

If you wish to be considered for only one of the above sites please state this at the top of the application form

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. **Application forms can also be found at www.catcoteacademy.co.uk.**

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.

Please note that online searches will be carried out on shortlisted candidates to help identify issues that may need to be explored at interview.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

REHABILITATION OF OFFENDERS ACT 1974 - The position for which you are applying is exempt from this Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are therefore required to disclose any unspent convictions/cautions/bind-overs that you have received and any prosecutions that are pending against you. Enhanced Disclosure and check of the Children's and Adult's Barred list via the Disclosure and Barring Service is required for any successful candidate.

Please see the Privacy Notice (Job Applicants) on our websites for details of how we will use your personal data.

Job Description – Catering Coordinator

Reporting to – Head of Corporate Services (HCS)

Main Duties

Knowledge, communication and monitoring of relevant legislation, guidance and best practice:

1. Support the Trusts catering leads to ensure compliance with requirements with regards to:
 - the provision of meals
 - compliance with statutory legislation and guidance, environmental health procedures and food hygiene
 - compliance with trust's policies and procedures
 - nutritional standards for food in schools in line with relevant national guidance and health and safety legislation
 - allergen regulations
2. Keep abreast of all relevant legislation, guidance and best practice regarding the catering function, and the provision of school and college meals, and advise the HCS of requirements to meet these and suggest any necessary changes to processes and practices in order to remain compliant
3. Undertake regular on-site visits of catering sites and report back to HCS regarding the quality of the product and service provided, customer feedback, adherence to all statutory legislation and guidance and agreed KPI's
4. Have oversight of accurate and timely completion of due diligence books
5. Monitor the implementation of Environmental Health requirements and present actions required to address issues to HCS
6. Assist Trust's H&S Manager to Conduct Health and Safety Risk assessments in relation to catering and take agreed remedial action where and when required to ensure kitchen/cafe and surrounding area is safe and secure. Report to H&S Manager regards adherence to H&S procedures
7. General inspection of equipment and tools used by the catering staff (including, dishwashers, meat cutters, extraction systems etc) and liaise with Premises Manager to arrange for general service maintenance checks and repairs
8. Work with Cafe Managers/Kitchen Leads to ensure that food deliveries, storage and management of food and stocks is maintained in line with relevant regulations in all catering sites
9. Ensure the transportation of food between multiple sites is undertaken safely and in line with food hygiene protocol
10. Responsible for up to date and accurate food labelling system and providing training of this to catering staff

Provision of school / college meals:

11. Support Trust's Kitchen Leads to create menus for all school / college dining ensuring that all menus are created according to the suitability to the client (inc special needs or restricted dietary requirements), specific budget, nutrition requirements and seasonal availability whenever possible
12. Support on site coffee shops with menu planning

Financial Monitoring:

13. Undertake food costing exercises
14. Monitor food wastage and other KPI's and support the implementation of agreed procedures to ensure targets are met

15. Monitor catering suppliers and work with Catering Managers/Kitchen Leads to actively provide a “best value” meal service
16. Monitor the Trust’s meals budget and maintain relevant records in line with Trust policy and as directed by the HCS

Other Duties:

17. Assist with the induction, training, development and performance management of catering staff, and other staff who handle food, as required
18. Assist HR with the hire of permanent staff and temporary assistance to cover periods of absence, unavailability or out of normal hours catering events etc
19. Personally provide emergency cover for, and carry out duties of catering staff as required whilst alternative cover is obtained. This may require some flexibility of the times / days of work
20. Assist with the development of policies and procedures for the Trust relating to catering management
21. Co-ordinate out of Trust hours catering events with senior leaders and catering staff (for example catering for summer schools, parents evenings, open days, community events)
22. Support staff producing food for sales e.g. coffee mornings or school fayres to ensure they are compliant with relevant food and allergen legislation

General:

23. To safeguard and promote the welfare of children/students for whom you have responsibility or come into contact with, to include adhering to all specified procedures
24. The post holder must carry out his/her duties with full regard to the Trust’s Equality & Diversity policy in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner
25. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take proactive approach to health and safety matters in order to protect both yourself and others
26. Any other duties of a similar nature related to the post, which may be required from time to time

Person Specification – Catering Coordinator

	Criteria No.	Essential	Stage Identified	Criteria No.	Desirable	Stage Identified
Qualifications	E1	Food Hygiene L3	AF			
	E2	Relevant Hospitality / Catering Qualification	AF			
	E3	Driving licence (and transport)				
Experience & Knowledge	E4	Experience of managing a catering establishment / section including undertaking menu planning and full range of cooking duties	AF,I,R	D1	School meals experience and working knowledge of school food standards	AF,I
	E5	Understanding of school food standards	AF,I,R	D2	Working with children/adults with SEND / Learning Difficulties	AF,I
	E6	Excellent working knowledge of relevant health & safety, food hygiene and allergen legislation	AF,I,R	D3	Cash Handling	AF,I,R
	E7	Knowledge of, and ability to use a variety of kitchen equipment	AF,I,R	D4	Café experience	AF,I,R
	E8	Experience of costing and budget control with regards to menus	AF,I,R	D5	Experience of delivering training	AF,I,R
Skills	E9	Ability to work independently	AF,I,R			
	E10	Ability to work successfully as part of a team; motivate and work with a range of people	AF,I,R			
	E11	Effective change management skills	AF,I			
	E12	Ability to relate well to adults and children	AF,I			
	E13	Ability to work within policies and procedures and other regulatory frameworks	AF,I			
	E14	Ability to adapt to change and take on different tasks as and when required and work under pressure	AF,I			
	E15	Commitment to excellent customer service	AF,I			
	E15	Confident communicator, good verbal and written communication	AF,I			
	E17	Strong organisational and time management skills	AF,I			
Special requirements	E18	Motivation, and emotional resilience, to work alongside students with special educational needs	I			
	E18	Ability to form and maintain appropriate relationships and personal boundaries with children and vulnerable adults	I			
	E20	Capable of moderate physical activity i.e. lifting kitchen and standing for long periods of time (cover)	AF,I			
	E21	Suitability to work with children and vulnerable adults, enhanced DBS required	D			
	E21	A level of flexibility of hours in accordance with the needs of the Trust inc the possibility of working Saturdays and school/college holiday periods	AF, I			

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS disclosure