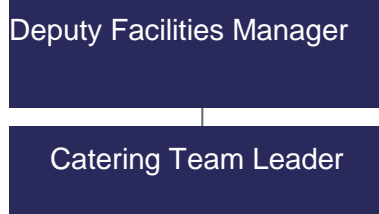


JOB DESCRIPTION

Position Title	Civilian Caterer	Department	Catering
Generic Job Title	Caterer	Segment	Sodexo Justice Services
Team Band	Unbanded	Location	Catering
Reports to	Catering Team Leader	Office / Unit name	

ORGANISATION STRUCTURE



Job Purpose

- To assist in the preparation of meals in accordance with approved menus to meet specific criteria.
- To ensure food is handled and prepared according to guidelines.

Accountabilities or “what you have to do”

Plan, operate and control the production of service of prisoner meals that meet specific dietary and cultural requirements.

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- To comply and maintain records of cleaning schedules, temperature monitoring of food, trolleys and freezers, tool checks, daily maintenance checks, security checks, daily kitchen record book and prisoner performance.
- Contribute to the delivery of relevant elements of the Establishment Contract, including agreed performance measures for the catering function.
- Work according to and respond to all contingency and other plans required for the maintenance of security and control at the establishment
- Provide a quality of service that is professional, courteous and of a high standard.

- To ensure kitchen prisoners comply with cleaning procedures, stock rotation and the Food Safety Act, SJS Health & Safety and Food Safety manual.
- To ensure food is served to the highest presentable standard and quality.
- Liaise with other departments regarding food matters.
- To comply with and carry out work in accordance with policy and procedures, in particular health and safety, race relations, equal opportunity, suicide prevention and anti-bullying.
- Undertake any other duties as required that contribute to the effective operation of the prison.

Hours

- 37.5 hours per week (Rising to 40 hours following successful completion of the PCO Course)
- Shift work required which includes weekends

Dimensions

Financial	
Other	

Skills, Knowledge and Experience

Essential

SVQ level 1 & 2
 Intermediate Food Hygiene
 The ability to demonstrate experience in a similar role
 Strong time management and organisational skills
 Meet the objectives of the PDR process requirements.
 To participate in training as required ensuring compliance with all mandatory requirements.
 Be a focused and dynamic team player whom can adapt rapidly to changing priorities.
 Experience in bulk catering.
 Undertake PCO training upon successfully completing the probation period.

Desirable

- Experience of working in a secure environment

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Document owner			