

Job Description: Catering Manager

Function:	SODEXO JUSTICE SERVICES – HMP PETERBOROUGH
Job:	CATERING TUTOR
Position:	CATERING TUTOR
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	CATERING MANAGER
Additional reporting line to:	
Position location:	HMP PETERBOROUGH

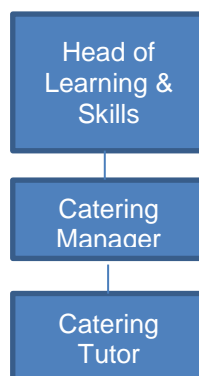
1. Purpose of the Job – State concisely the aim of the job.

- To ensure high standards of hygiene and service are maintained throughout.
- To provide learners support to learn/develop and increase their catering level and pass a recognised qualification.
- To plan, develop, implement and evaluate activities and appropriate courses.
- To challenge negative behaviour and increase self-esteem.
- To increase prisoners' employability and reduce re-offending.
- Deliver accredited courses in the subject area.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics ▪ Add point									

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Ensure the training and supervision of prisoners
- Achieve a Grade 2 or above in un-announced lesson observations carried out at regular intervals throughout the year
- Be compliant with all paperwork requests within the Department and wider prison context
- Ensure the identified numbers of learners are retained and achieve the recognised qualification being delivered
- Feedback from learner end of course reports is positive.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Work effectively and efficiently with the Learning & Skills and regime delivery teams to produce innovative and stimulating lessons for prisoners to encourage participation whatever level the prisoners are starting from
- Effectively plan courses and lessons by preparing and using schemes of work and lesson plans for all classes for the benefit of the learner as for evidence at inspection/lesson observations
- To ensure all relevant policies and procedures, such as Security, Health and Safety and Prisoner Welfare, are adhered to and take responsibility of the work area
- Identify the needs of individuals in classes and groups and develop differentiate teaching methods and resources accordingly
- Assist in any marketing strategies related to courses, delivery and training within normal work hours and out of normal work hours
- Monitor take-up of taught course and employ strategies to increase take-up to ensure maximum attendance
- Monitor attendance, achievement and progression of learners reporting any difficulties to your Line Manager
- Attend team meetings to evaluate progress and promote good practice and attend all staff meetings, which will include giving feedback on classes and ideas for development of teaching practice and the Department generally
- Establish a rapport with prisoners to encourage them to take their first steps in learning and achieve a recognised qualification
- Monitor quality control of work produced by prisoners to maintain standards required
- Contribute to course reviews and setting and monitoring action plans
- Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
- Work a 37.5 hour week full time.
- Undertake duties as required by the Director or Head of Learning, Skills & Employment that will contribute to the effective operation of HMP Peterborough.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- A flexible and responsive attitude
- Enthusiasm for the subject area
- Willingness to innovate and demonstrate self-motivation
- Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion
- Participate in training as required in order to keep up to date with all mandatory and refresher training
- Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and procedures

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

Essential Growth, Client & Customer Satisfaction / Quality of Services provided

- Rigorous management of results
- Full teaching qualification (Minimum of CTLLS) or PGCE
- Brand Notoriety
- Recognised catering knowledge
- Commercial Awareness
- Experience of delivering catering in the kitchen setting
- Learning & Development
- Recognised Level 3 qualification or above in an identified subject and professional experience

- To have an interest in the rehabilitation and resettlement of offenders
- To have an ability to communicate effectively at all times through different mediums, including spoken and written communication.

Desirable

- Experience of instructing/supporting people with challenging behaviour
- Assessor or IV qualification is desirable. Must have a willingness to work towards these qualifications
- Experience in a prison environment
- Ability to deliver a range of subjects or courses to learners

9. Management Approval – To be completed by document owner

Version	01	Date	27/06/18
Document Owner	Wayne Peters Head of Learning & Skills		