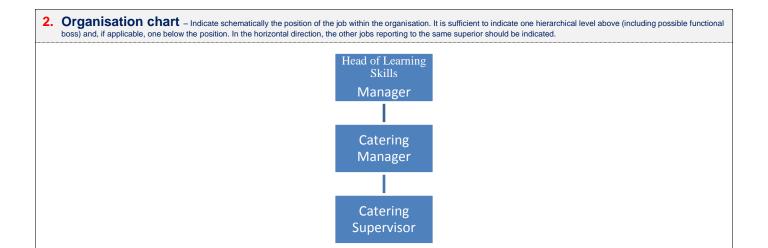
## Job Description: Industrial Chef



Function:	SODEXO JUSTICE SERVICES – HMP & YOI Bronzefield	
Job:	INDUSTRIAL CATERER	
Position:	Industrial Caterer	
Job holder:		
Date (in job since):		
Immediate manager (N+1 Job title and name):	CATERING MANAGER Robert Bailey	
Additional reporting line to:	Tanvir Hynes Head of Learning, Skills & Employment	
Position location:	HMP & YOI Bronzefield	

- 1. Purpose of the Job State concisely the aim of the job.
- To assist in the preparation and cooking of meals for 600 residents twice daily in accordance to Sodexo policies and procedures.
- Maintain all food safety/ Health and Safety regulations.
- To provide Residents support to increase their Catering knowledge and pass a recognised Catering qualification.
- To follow instructions given by Catering Manager and Supervisor.
- To challenge negative behaviour reporting to catering prison officers.
- To increase prisoners' employability and reduce re-offending.



- **3. 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.
  - Working with challenging individuals in a large catering environment.
  - Working within a strict time frame.
  - Adhering to Sodexo policies and procedures.
  - Controlling the receipt, storage & issue of resources
- 4. Main assignments Indicate the main activities / duties to be conducted in the job.
  - Ensure the training and supervision of prisoners
  - Assist residents to achieve a Food Safety Level 2 to be carried out at regular throughout the year
  - Assist residents to achieve NVQ Level 1&2 qualifications in Catering where possible
  - Be compliant with all paperwork requests within the department and wider prison context
  - To assist in the preparation and cooking of meals for 600 residents twice daily in accordance to Sodexo policies and procedures.
  - Following the choices from a four week menu of a varied and diverse menu options.
  - Maintain all food safety/ Health and Safety regulations.
  - To provide Residents support to increase their Catering knowledge and pass a recognised Catering qualification.
  - To follow instructions given by Catering Manager and Supervisor.
  - To challenge negative behaviour reporting to catering prison officers.
  - To increase prisoners' employability and reduce re-offending.
  - Assist with tool checks on regular intervals through-out the day.
  - To ensure all relevant policies and procedures, such as Security, Health and Safety and adhered to and take responsibility of the work area
  - Attend team meetings to evaluate progress and promote good practice and attend staff meetings.
  - Establish a rapport with residents to encourage them to learn and achieve a recognised qualification
  - Monitor quality control of work produced by prisoners to maintain standards required
  - Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
  - 37.5 hour week full time over a 7 day period (rota already in place) including Bank holidays
  - Undertake duties as required by the Director or Catering Manager that will contribute to the effective operation of HMP & YOI Bronzefield
- 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
- Every employee will be required to obtain a successful security clearance and CRB check.
- 6. Person Specification Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

## Essential

- Minimum Qualification City and Guilds 7132/06-07 or 706/2 diploma in food production and cooking or equivalent.
- Experience of industrial catering.
- 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
- Experience in a prison or forces environment
- Experience of teaching or working with disadvantaged groups or in a Young Offender or prison environment.
- 7. Competencies Indicate which of the Sodexo core competencies and any professional competencies that the role requires
  - Knowledge of catering
  - Ideal experience of custodial settings
  - Understanding of diverse groups
  - Ability to be flexible and have a dynamic approach to delivery whilst under pressure.

## 8. Management Approval – To be completed by document owner

Version	01	Date	22/07/17
Document Owner	Tanvir Hynes		