
Job Description

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| Function: | SODEXO JUSTICE SERVICES – HMP PETERBOROUGH |
| Position:  | INDUSTRIAL CATERER |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Soft Facilities Manager |
| Additional reporting line to: | Head of Facilities Management |
| Position location: |  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To assist in the preparation and cooking of meals for c1300 prisoners twice daily I accordance to Sodexo policies and procedures.
* Maintain all food safety/ Health and Safety regulations.
* To follow instructions given by Catering Manager and Supervisor.
* To challenge negative behavior reporting to catering prison officers.
* To increase prisoners employability and reduce re-offending.
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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Establish a rapport with prisoners to achieve NVQ Level 1 & 2 in Catering along side the nominated accredited provider.
* Support the induction phase of all new prisoner workers, In both the main kitchen and staff canteen.
* Be compliant with all paperwork requests within the department and wider prison context.
* To assist in the preparation and cooking of food to c1300 prisoners twice daily in accordance to Sodexo policies and procedures.
* Support the delivery of a four-week menu cycle of a varied and diverse menu options.
* Maintain all food safety/ Health and Safety regulations.
* To provide prisoners support to increase their Catering knowledge.
* To follow reasonable instructions in support of the function by the Catering Supervisor, Soft Facilities Manager.
* To challenge negative behavior reporting to Catering Prison Officers.
* To increase prisoner employability and reduce re-offending.
* Assist with tool checks at regular intervals throughout the day.
* To ensure all relevant policies and procedures, such as Security, Health & Safety, Food Safety are adhered to and take responsibility of the work area.
* Attend all team meetings when available.
* 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.
* 40-hour week, full time position over a 4 day period working alternate weekends and some Bank Holidays.
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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must 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 timeframe.
* Adhere to Sodexo policies and procedures.
* Controlling the receipt, storage & issue of resources.
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| 4. 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.
* 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.
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| 2. 5. 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. |
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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| Essential* Minimum qualification City and Guilds 7132/06-07 or 706/2 diploma or equivalent in food production and cooking or equivalent.
* Minimum qualification in Food safety level 2.
* Experiencing of Industrial Catering.
* To have an interest in the rehabilitation and resettlement of offenders.
* To be able to always communicate effectively through different mediums, including spoken and written communication.

Desirable* Allergen awareness training – Training provided on successful application for role.
* Experience of instructing/supporting people with challenging behaviors
* Prior experience in prison or forces environment.
* Familiarity with FOURTH/DRIVE menu planning platforms or similar system.
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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. 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. |
| Head of Facilities ManagementSoft Facilities ManagerSenior Prison Custody Officer/Catering SupervisorIndustrial Caterer |

**Levels**

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Date:       Date:

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Job holder Immediate Manager