

Job Title:	Catering and Events Lead	Setting	The Park College
Grade and Range:	Grade 6 scp 9 – 16	Hours:	35
Reports to:	Principal	Working Pattern:	Term time only
		Supervises:	Support staff, Students, Job Coach

Purpose and context:	Being responsible for the day to day running of the Coffee Shop Coordinating catering for events management Day to day operation of the college kitchen and student catering services
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Principal Accountabilities

The main duties and responsibilities of the postholder are indicated below, other duties of an appropriate nature and level will also be required.

- Supervises support staff, Job Coaches and students. Responsibility includes training and development and ensuring that they are working in a safe and effective manner with students.
- Be responsible for budgeting, planning and provision of various menus, stock control and food ordering.
- Create a welcoming environment. Plan the café menu, events menus and daily student menus with consideration to cost and budget, whilst ensuring that food is healthy and good value. Provide meals, food and drinks that cater for allergies and special diets.
- Raise awareness of autism and the work of The Park College with customers.
- Ensure food safety guidelines and laws are adhered to and maintain high standards of hygiene (to at least 4 stars as determined by local environmental health inspectors).
- Maintain all appliances and equipment and ordering new or replacement equipment when required.
- Ensure that the cafe is accountable through the maintenance of agreed records including accident books, financial transactions etc.
- Maintaining required standards of cleanliness - for both premises and equipment
- Testing/development of new cleaning products and systems.
- Maintaining high standards of hygiene.
- Reporting equipment, maintenance problems and energy leaks to the Line Manager.
- Monitor premises in terms of health and safety, to ensure it is in good repair reporting defects to the college-and ensuring that appropriate levels of security and safeguards are maintained.
- Publicise the café and special events through the production of leaflets, posters etc.
- Maintain and regularly update the café website and Instagram account.
- Effectively deal with enquiries and complaints in a timely and efficient manner.
- Keep financial records to a high standard and balance the till on a daily basis.
- Have due regard for safeguarding and promote the welfare of children and young people and follow the Trust's safeguarding procedures.
- Coordinate and write risk assessments for the café and college kitchen

<p>General Statements</p>	<ul style="list-style-type: none"> ▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the college's policies and procedures and standing orders. ▪ Enactment of Health and Safety requirements and initiatives as appropriate ▪ All employees are required to declare any conflict of interest that may arise before or during their employment. ▪ Any outside activities, either paid or unpaid, must not in the view of the college conflict with or react detrimentally to the college's interest, or in any way weaken public confidence in the conduct of the college's business. ▪ Undergo and meet college conditions for a satisfactory enhanced DBS check. ▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the college policies and procedures. ▪ To have due regard for safeguarding and promoting the welfare of students, and to follow the college Safeguarding procedures. ▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. ▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required.
<p>To contribute as an effective and collaborative member of the College Team</p>	<ul style="list-style-type: none"> ▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Contributing in meetings and being a supportive member of the college team.

The Park College

Person Specification

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		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	<ul style="list-style-type: none"> ▪ Knowledge of basic food preparation including methods, portions, stock rotation, balanced meals and ordering. ▪ Knowledge of budgeting and ensuring value for money in the delivery of a meals service. ▪ Food Hygiene certificate or willingness to undertake immediate training on appointment 	<p>E</p> <p>E</p> <p>E</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p>

Experience:	<ul style="list-style-type: none"> ▪ Previously managed or assisted in running own catering unit. ▪ Experience of managing / supervising and training in a similar environment. ▪ Experience of budgeting. 	E E E	A / I A / I A / I
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Good communication skills ▪ Ability to read and implement instructions, such as Health & safety and Food Hygiene regulations. ▪ Basic administrative, record keeping and arithmetic abilities. ▪ Ability to use and clean machinery and light equipment. ▪ Demonstrate a willingness and enthusiasm for training and progression. ▪ Ability to communicate and delegate effectively to all staff and students. ▪ Ability to work on own and within a team. ▪ Ability to lead, motivate and train staff ▪ Demonstrate and maintain a high standard of personal hygiene. ▪ Work effectively in a busy and hectic environment. 	E E E E E E E E E E	A A A / I A I A / I A A A A
Special conditions:	<ul style="list-style-type: none"> ▪ Motivated to work with young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal college hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2023 and a commitment to ensuring the health, safety and wellbeing. ▪ Required to work additional hours on occasions to meet the requirements of the service for which additional monies will be paid ▪ Required to produce meals on an emergency plan where deemed necessary ▪ Required to attend on the major cleaning days of the year-normally INSET days (holidays should NOT be booked on these days) 	E E E E E E E E E E	A / I A / I A / I A / I I A / I A / I I I A / I