

## Job Description

### Catering Cook and Housekeeping Supervisor

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<b>Job Title:</b>	Catering Cook and Housekeeping Supervisor
<b>Salary Scale:</b>	Community First scale point 460 £21,119 gross per annum plus 7% employers pension contribution (£25,694 FTE)
<b>Hours:</b>	30 hrs per week over 52 weeks, including regular evening, weekend, and school holiday work (annualised contract to account for busy and quieter periods).
<b>Location:</b>	Office base at Oxenwood with role working across two sites, Oxenwood Outdoor Education Centre and Linkenholt Countryside Adventure Centre.
<b>Supervisor:</b>	Centre Manager and Chief Instructor

### Job Purpose

To ensure and manage the efficient day to day operations of the kitchen and housekeeping services across our Outdoor Education Centres; Oxenwood Outdoor Education Centre and Linkenholt Countryside Adventure Centre.

To work closely with the Chief Instructor and Centre Manager to ensure the requirements of bookings are met in relation to planning and providing the appropriate catering and housekeeping functions.

To ensure that the statutory requirements are strictly adhered to at all times.

### Main Responsibilities

1. Organise the kitchen and associated areas to ensure that they are presented in a safe, clean manner and that all equipment is maintained and fit for purpose including the removal from use of any equipment that poses an unacceptable safety hazard.
2. Be responsible for the storage/ stock management/ preparation of food and beverages in line with the Food Hygiene Act updating procedures where necessary.
3. Assist with the development and maintain a good variety and range of wholesome food and ensure that it is available for consumption at the direction of the Centre Manager.
4. The preparation, cooking and serving of all food and beverages including requests for buffets for hiring and events for external customers. Organise all catering services so that they are delivered on time and in line with the scheduled bookings.
5. Notify the Centre Manager of stock requirements and then to be responsible for making orders and maintaining stock levels.

6. Undertake the receipt of all deliveries in accordance with laid down procedures and develop correct stock rotation procedures, ensuring that these are followed.
7. To lead and manage any inspections required under Health and Safety legislation.

## **Housing Keeping**

1. Oversee the day to day activity of contracted cleaning services. Manage and supervise catering and housekeeping assistant (s) to ensure cleaning services, laundry and other housekeeping duties are delivered in compliance with health and safety legislation, organisational risk assessments and Covid 19 guidance.
2. Manage the housekeeping rota to ensure adequate preparation and cover for bookings regarding catering and housekeeping across the two sites of Linkenholt and Oxenwood.
3. Be responsible for ordering cleaning materials for the housekeeping functions.

## **General Duties**

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in agreed development activities
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained, data protection is adhered to, and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Hopton Fire Certificate.

Community First is committed to Safe Recruitment and Equal Opportunities and the post holder is expected to be familiar with the Dignity at Work Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post holder as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This role is subject to an Enhanced DBS along with relevant background checks references, probation period and completion of mandatory training requirements.