

**VACANCY: Catering Supervisor  
(HMP Lincoln)**

Lincolnshire Action Trust is a registered charity that works with offenders and prisoners in Lincolnshire and the surrounding area. The main focus of the Trust's work is resettlement and rehabilitation support including employability; accommodation; finance and debt; and children and families; and over 2,500 clients access our services each year.

As part of our family support services at HMP Lincoln, we operate 'Ted's Place', a catering facility within the visits hall at the prison. We provide a range of hot and cold food and snacks for families to purchase during their visit, whilst also providing opportunities for prisoners to gain skills and experience to achieve catering qualifications, accredited by the Education provider at the prison. Ted's Place is open seven days a week serving homemade breakfast and lunch options, as well as cakes, snacks and refreshments. The Catering Supervisor is responsible for supervising two or three prisoners working within Ted's Place to prepare dishes before and during opening times, ensuring all industry standards are adhered to including to health and safety, food hygiene, allergy control, stock management, as well as cashing up at the end of the session.

This role is part time for approximately 16 hours per week, usually worked over 2 days (days and hours to be negotiated). Additional hours may be available to cover holidays / absence.

The salary for this post is circa £15,000 pro rata per annum, dependent on skills and experience. In addition, the Trust offers a 6% employer pension contribution via auto-enrolment for eligible employees; a minimum of 33 days annual leave per year including statutory holidays, increasing by one day per full year of service to a maximum of 38 days (pro rata for part time posts). The Trust is committed to ongoing professional development of all our staff and encourages individuals to participate in relevant training and development.

Due to the location of this role, applicants should be 21 or over.

Successful applicants will be subject to an Enhanced DBS disclosure and HMPPS security clearances prior to commencement.