

LINCOLNSHIRE ACTION TRUST

Post: Catering Supervisor
Responsible For: n/a
Responsible To: Senior Catering Supervisor

JOB PURPOSE

- To ensure a high quality catering service is delivered to customers at HMP Lincoln
- To supervise prisoners in the production of food and drinks services in the Visits Hall / Visits Centre, ensuring all quality, budget and operational targets are achieved

KEY TASKS

- To ensure the refreshment services deliver quality food, snacks and drinks in a timely manner that take into account the dietary requirements and cultural needs of the customers using the facilities.
- To ensure the refreshment service operates at the highest standards for hygiene and complies with Health & Safety and Food Hygiene regulations (including implementing and enforcing standards of personal hygiene and dress) maintaining records for inspection, including the Safer Food, Better Business file.
- Support the development of prisoners skills in hospitality and catering, alongside the preparation and production of food / beverage services to customers
- To ensure the refreshment services perform efficiently delivering a profit from sales that LAT can reinvest to further enhance family services. at the prison
- To support the stock management of the refreshment service including ordering of catering supplies, overseeing deliveries, wastage recording, correct and appropriate storage of stock and daily and periodic stock takes.
- To ensure financial procedures are implemented properly within the service, including cash handling and banking, stock takes and the flow of financial information to identified parties
- To liaise with relevant prison departments to ensure repairs / maintenance are undertaken in a timely manner and to ensure the cleanliness of the work area
- To liaise with the prison visits staff (and others as appropriate) to ensure the smooth and efficient operation of the refreshment service.
- To support the induction, training and supervision of prisoners working in the function, enabling them to operate safely, knowledgeable and to the benefit of the service and themselves.
- To adhere to relevant policies and procedures, including confidentiality, safe working practices, equal opportunities, child protection & safeguarding, and health and safety as issued by Lincolnshire Action Trust and host prison;
- To attend relevant security training and adhere to prison guidelines and regulations at all times.
- To be pro-active in keeping up to date with good practice and policies and ensuring that these are communicated and adhered to;
- To promote Equality of Opportunity and Diversity through own work;
- To be flexible i.e. work weekends, weekdays and travel as and when required.
- To undertake any other relevant duties as deemed necessary.

ESSENTIAL REQUIREMENTS

Experience

- Relevant catering / hospitality experience
- Relevant customer service experience

Qualifications

- NVQ 2 Catering
- Food Safety and Hygiene

Proven Skills / Attributes

- Innovative approach to menu planning, including experience of working within set budgets
- High regard for delivery of nutritious and quality food;
- Competent oral skills when dealing with people at all levels;
- Good organisational and administrative skills;
- Attention to detail;
- Ability to motivate;
- Ability to work independently and as part of a team;
- Consistent recording and reporting skills;
- Ability to maintain positive relationships;
- Willingness to update own skills and knowledge through training and development opportunities;
- Flexibility of being employed by one organisation but working within a second.

DESIRABLE REQUIREMENTS

- Working knowledge of varied and large scale catering operations
- Evidence of ongoing personal development;