

Job Description: **Catering Support Worker**

Project: MAKE / John Pound Centre

Location: Portsmouth

Directly responsible to: Project Manager

Overall responsible to: Head of Enterprise & Development

General Purpose:

The Catering Support Worker role is an exciting post, which will enable you to work across our two successful cafes - MAKE in Fratton and The John Pound Centre in Portsea.

You will be confident within all aspects of catering and food production, and create delicious home cooked meals for our customers, be confident to manage corporate bookings, for up to 100 people, whilst providing training, support and appropriate learning environments for people with learning disabilities to provide quality services to all customers, ensuring the highest standards of service are maintained. You will work closely with the Hospitality lead and be flexible to increase your hours to full time for holiday cover. This role would suit someone with a “Can Do” attitude who enjoys creating traditional food dishes and who wants a job that really does make a difference to people’s lives.

21 hours per week across three days, with the commitment to flex up to full time hours (37.5) for holiday cover (approx. 10 weeks per year) Occasional weekend and evenings for planned events.

**Key Terms and Conditions:**

Salary

* Hours of work 21 hours to be worked:Monday (7.5) – MAKE Fratton Thursday (7.5) – John Pound Centre One other day based at MAKE in Fratton (7.5)
* Pension: The Aldingbourne Trust offers a contributory pension scheme to qualifying staff.
* Annual leave: 25 days in each year, pro rata for part time staff. 1 extra day per annum after 5 years of service, up to a maximum of 5 extra days after 10 years.
* Sick leave: After the first month’s service, 2 weeks at full pay in a rolling 12-month period (pro rata if Part Time)
* Emergency family care/ career’s leave: Up to 6 days per annum (pro rata if Part Time)

**Duties and Responsibilities:**

* Key Responsibilities:
* Ensure high standards of customer service across all opening times on both sites.
* Produce delicious home cooked food for our customers and be creative with ingredients, minimising wastage.
* Liaise with the MAKE Manager to identify, monitor and research costs to ensure agreed financial objectives are met
* Ensure supplies, equipment and work areas conform to required standards and guidelines to maintain 5\* Food Standards rating & maintain standards for “Better Business Safer Food.”
* Organise and plan the café on a daily basis ensuring consistent food offerings.
* Provide corporate catering for business events, parties as and when needed.
* Provide opportunities and support people with learning disabilities to gain skills developing their independence and leading towards employment
* Maintain a professional development plan and complete required training for the post.

**The ideal candidate will have:**

* A minimum of 2 years catering experience.
* Qualification / ability to cook within a commercial kitchen: NVQ Level 2 in Catering or equivalent qualification or equivalent demonstrable experience.
* A sound working knowledge of Health & Safety and Food Preparation legislation (including HACCP, Food Standards) and the ability to maintain a healthy and safe working environment.
* An ability to manage yourself and others in terms of your time, admin, planning, personal organisation and practical arrangements.
* A commitment to the principles of people with learning disabilities having human rights, dignity, respect, equality and an emphasis on positive outcomes for people.
* An understanding of how to develop arrangements that safeguard and protect people from abuse.
* Own transport is essential due to the locations of the sites or the willingness to commute to both locations by public transport / walking.
* Flexible to work occasional evenings and Sunday’s for planned events.

The contractual hours for this post are 21 hours per week, to include a Monday, Thursday and one other. Commitment to flex working hours up to 37.5 for holiday cover for 10 weeks in the year.

**Employee Benefits:**

* Life Assurance: 2 x your annual salary
* Employee Assistance Programme
* Bicycle voucher scheme
* Eye care vouchers
* Discounted gym membership
* 10% in ACC shop, ACC café, Horticulture, Make and Make Café.
* Flu Vaccinations
* £200 refer a friend scheme (payable when the new person starts)