

UNLOCKING POTENTIAL TRANSFORMING LIVES



JOB DESCRIPTION & PERSON SPECIFICATION

Job Details

Job title	Report to
Caterer	Catering Manager
Location	Department
SPSC	Catering
Hours of work	Number of hours
Shift 1 - 08.00hrs to 15.55hrs Monday to Thursday	35 hours
Shift 2 - 11.00hrs to 18.26hrs Monday to Thursday	
Shift 3 - 08.00hrs to 13.20hrs Friday	
There may also be a requirement for occasional evening/ weekend work	
Job role status	Is C&R/PPT a requirement?
Non-Operational	None
Pay band	Does this role attract any additional allowances (e.g. on-call allowance, RRA)?
C	No

Job Description

Job Purpose	
To prepare and cook a range of hot and cold nutritious meals to a diverse customer base, including breakfast, lunch and evening meals when required.	
This role is primarily based at the Scottish Prison Service College based in Brightons, Falkirk, but also includes daily off-site service delivery at the National Training Centre at Fauldhouse.	
Key Responsibilities of the Role	
1	To support and assist the Catering Manager (deputising where required) in the delivery of the catering provision to the SPSC and the National Training Centre (NTC) at Fauldhouse, including transporting, setting up, overseeing and monitoring the daily lunch service to the NTC.
2	Monitor service delivery at mealtimes to ensure that agreed, legislative standards and procedures are consistently maintained at the SPSC and NTC
3	Supervise and engage with the catering assistants and any prisoner placements or temporary agency advising and directing as required.

4	Ensure that all work is carried out in compliance with current legislative practice and in conjunction with the Food Safety Scotland guidelines
5	Completion of all routine administration and communications relevant to local and national requirements (weekly checks, food safety checks etc.)
6	Monitor food waste daily completing all relevant documentation, rotate and monitor all stock levels advising the Catering Manager when stock is coming to its end of shelf life or needs to be replenished, assist in the planning of menus, stock ordering and catering to meet the dietary needs of all college users

Person Specification

Criteria	Essential Desirable or
Qualifications	
Minimum of current Food Hygiene Certificate and a requirement to work towards attaining a recognised qualification within 24 months. (SCQF Level 5)	Essential
A full UK driving licence.	Essential
Knowledge, Skills & Experience	
Proven track record of Catering / Cooking within a commercial catering environment.	Essential
Experience of Catering / Cooking to a wide and diverse customer base acknowledging the impact of allergens across all dietary needs and requirements.	Essential
Proven track record of working as a caterer within a similar environment	Essential
Behaviours	
Solve Problems & Make Decisions	Essential
Listen & Communicate	Essential
Plan & Organise	Essential

Selection Methods

Selection Methods	
1	Interview



