**Community Kitchen Catering Supervisor**

*Job Description & personal Specification*

Salary: £10.00 per hour

Hours: 30 hrs/week Monday to Friday

Contract: 30 hours

Annual leave: 25 days pro rata, plus bank holidays

Responsible to: Catering Coordinator

Location: Companions kitchen Emmaus Cambridge

**Background**

Emmaus Cambridge is a charity and social enterprise. Emmaus provides a home for 44 formerly homeless people (companions) who are working their way out of homelessness in all areas of our business. Our community offers companions the opportunity to rebuild lost self-esteem and confidence, whilst receiving on the job training.

Emmaus Cambridge runs a complex community catering operation 7 days a week. The community provides lunch and dinner for companions, staff and volunteers 7 days a week.

The role of the Community Kitchen Catering Supervisor entails:

* To support the delivery of community catering to all companions, staff and volunteers with the provision of homemade nutritional food.
* To run the community kitchen alongside Companions to keep it safe, hygienic and running like clockwork.
* To have a good understanding of nutrition and healthy eating and how to implement it.

**Job Role and specific Tasks**

**Community Catering**

* Manage the food provision for Companions, ensuring that Companions have access to 3 meals a day that are nutritionally balanced.
* Plan menus in advance within a specified budget whilst consulting with Companions to plan weekly community menu (lunch/dinner)
* Supervise and train Companions in food preparation and cooking skills.
* Help to promote self-esteem and develop Companions cooking skills.
* Ensure that all catering supplies are bought/ordered in a timely way and within a set budget.
* Ensure that all stock is stored correctly, and that stock account is maintained.
* Maintain stock levels and ordering new supplies as required.
* Ensure adequate supplies for Companions to prepare their own food if required.
* Maintain food safety when storing, preparing and cooking food.
* Ensure health and safety regulations are observed at all times.
* Ensure all catering equipment and machinery is keep clean and maintained to a safe and serviceable level.
* Weekly shopping and food ordering (both online and in store).
* Maintain stock levels including donated food.

This is an outline of the duties and responsibilities of the role. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the community.

The successful applicant will have at least 5 years of experience working in a successful busy catering establishment, enjoy dealing with people, have excellent communication skills and be able to:

* Support companions to get involved in the project.
* Act on your own initiative.
* Work well in a team.
* Have excellent organisation skills.
* Be willing to turn a hand to whatever is required.
* Keep calm under pressure.
* Have great attention to detail.

**Personal Specification**

**Essential Skills and Qualities**

* 5 years previous experience in a busy food service establishment including the preparation of meals made from scratch.
* The ability to lead and motivate.
* Strong communication and interpersonal skills.
* A constructive and positive approach towards working with vulnerable and excluded people using tact and diplomacy.
* An understanding of budgets and food waste.
* An understanding of recycling and thinking in an environment awareness way. Our aim is to ensure all resources are utilised effectively and efficiently.
* A good understanding of health and safety regulations and food hygiene procedures.
* Proven ability to work on your own initiative and as part of a team in a pressurised environment.
* A well organised approach to work.
* Flexibility to work additional hours by prior arrangement.
* Proven time management skills and ability to organise and prioritise workload.
* Full clean driving licence.
* Commitment to equal opportunities.
* CIEH Level 2 Food Safety qualification.

**Desirable Skills and Qualities**

* Experience working with individuals experiencing homelessness, substance misuse, mental health and issues associated with social exclusion.
* Good understanding of allergen regulations. (Training will be given).
* Experience of mentoring food service trainees and experience in improving service delivery.
* A sense of humour and a very tolerant attitude.
* CIEH Level 3 Food Safety qualification.

Emmaus is an equal opportunities employer. Any offer of employment will be subject to a satisfactory enhanced DBS disclosure.