

**Community Catering Supervisor**

*Job Description & personal Specification*

Salary: £10 per hour

Hours: 20 hrs/week

Contract: Part time

Annual leave: 12 days pro rata, plus bank holidays

Location: Companions kitchen Emmaus Colchester

**Background**

Emmaus Colchester is a charity and social enterprise. Emmaus provides a home for 31 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 Colchester runs a complex community catering operation 7 days a week. The community provides lunch and dinner for companions, staff and volunteers 6 days a week.

The role of Community Catering Supervisor will be split into two parts; the community catering and the cafe. The role will work 5 days over 6, including working some Saturdays.

The role of the Community Catering Supervisor entails:

* To support the delivery of community catering to all companions and staff with the provision of homemade nutritional food.
* To working alongside companions and staff in the café.

**Job Role and specific Tasks**

**Community Catering**

* Plan, lead and manage the community kitchen, café and companion meals, to develop monthly menus, catering for all dietary requirements.
* Support Companions with the preparation and cooking of a variety of daily meals for the community including: fish, meat, poultry, vegetables, pasta dishes and cakes.
* Support companions with the day to day running of the community kitchen.
* Helping to promote self-esteem and develop Companions cooking skills.
* Assisting with record keeping and reporting e.g. kitchen procedures.
* Ensuring adherence to kitchen hygiene regulations and maintain the highest standards of kitchen hygiene cleanliness.
* Maintenance of food safety when storing, preparing and cooking food.
* Ensure health and safety regulations are observed at all times.
* Cleaning of specialist food cooking equipment.
* Weekly shopping and food ordering (both online and in store).
* Consult Companions to plan weekly community menu (lunch and dinner).
* Ensuring implementation of all operating policies and procedures.
* Negotiate best value contracts with authorised suppliers to ensure cost effectiveness of the catering service without compromising on quality.
* Maintain stock levels including donated food.
* Organise solidarity food projects

**New Life Café *(currently closed due to restrictions and under review)***

* Weekend management of New Life Cafe.
* Supporting companions in the delivery of excellent customer service.
* Preparation and cooking of a variety of hot/cold dishes.
* Ensuring adherence to kitchen hygiene regulations to maintain the highest standards of café hygiene (5\* rating).
* Maintenance of food safety regulations.
* Ensuring implementation of all operating policies and procedures.

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 and cafe.

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.
* 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.
* Cash handling experience
* 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.