



JOB DESCRIPTION

JOB TITLE:

CATERING MANAGER

Your name:

Your place of work:

Pilgrims' Friend Society (PFS) is a Registered Charity which has been providing Christian care and support for over 200 years. Our Christian ethos remains central to everything we plan and do, and all our senior staff are committed Christians.

As with most care schemes, we strive to maintain high standards of accommodation and services. In addition to this, PFS promotes a supportive, Christian environment in all our homes and schemes. We are as much concerned about the spiritual welfare of our residents and occupants as their physical and emotional wellbeing. In order to achieve this, our homes and schemes benefit from the active involvement of supporters from local evangelical churches.

It is a fundamental principle of the Society that your workplace should be an expression of committed Christian care. It is expected that all staff will commit to avoiding doing anything whilst at work that would undermine this expression and ethos.

1. THE MAIN PURPOSES OF YOUR JOB ARE:

To prepare and serve nutritiously balanced attractive meals observing Food Standards Agency Safe Food Better Business (SFBB) standards.

2. WHERE YOU FIT IN TO THE TEAM:

You are responsible to the Manager.

You will supervise the work of the kitchen assistants / housekeepers working in the kitchen.

3. YOUR MAIN JOB DUTIES ARE:

1. In consultation with the management plan menus to provide balanced, varied, interesting meals and special diets with due regard to resident preferences, and within the budget.
2. Promote and monitor food hygiene and safety standards.
3. Maintain food stocks and in conjunction with the management, order food and home supplies and monitor the quantity and quality of incoming goods. Specify temperature of chilled and frozen foods for delivery. Maintain daily records.
4. Prepare, cook, deliver and serve meals and drinks at agreed times and make provision for the preparation of meals outside your tour of duty. Avoid waste to control costs. Observe minimum temperature regulations during cooking, reheating, hot holding and serving hot foods.
5. Maintain kitchen and store room floors, walls pipework, work surfaces, sinks, stoves and equipment in a high state of cleanliness. Observe the cleaning schedules and maintain daily records.
6. Maintain crockery, cutlery and kitchen utensils in a high state of cleanliness.
7. Store fresh, chilled and frozen foods and dry goods at correct temperatures and control stock rotation ensuring items are used within the date specified.
8. Use all equipment and all products in accordance with the manufacturer's instructions, regularly assess risks and observe safe working practices and environmental health requirements including personal hygiene, manual handling techniques, the use of protective clothing.
9. Prepare records and reports, attend meetings and training activities as required.

10. Train and supervise the work of cooks / kitchen assistants to Safe Food Better Business (SFBB) standards and monitor staff performance.
11. Develop the role of 'Catering Manager' for the benefit of the whole scheme.
12. All staff are expected to further their knowledge and development through attendance on courses thought to be appropriate by their manager or at training sessions provided or facilitated by the Society.
13. In addition to the duties and responsibilities listed, you are required to perform other duties assigned by your manager from time to time that are within your capabilities.