

Job Title:	EFT Catering Lead
Post Number:	EFT 91
Hours:	Full time (37.5 hours)
Salary:	£22,944 - £23,598 (full time equivalent, depending on experience)
Holiday:	25 days + bank holidays (f.t.e.)
Pension:	A pension scheme is available with up to 6% match.

Information

Working for the Education Futures Trust, the Community Chef will work in one or more local venues to deliver a high quality food and drinks service to customers. Within a flexible role they offer structured guidance, groups and support at our community cafes and outlets; linking with partners and colleagues to ensure the smooth running of the café/s.

The post holder will:

- run and oversee the cafés/outlets effectively;
- be responsible for meeting all health and safety standards;
- plan and deliver an effective, high-quality service to customers;
- oversee and guide staff, volunteer/s and young people;
- provide cookery and catering expertise;
- seek feedback from service users to improve outcomes;
- identify and develop areas of growth that provide a financial contribution to serve the aims of the charity.

This post will include the delivery of the cafés/outlets in line with the plans agreed with managers. This will include:

- overseeing day-to-day practicalities of the cafés/outlets
- planning, preparing, cooking and serving food
- creating action plans to support and recording progress of participants
- developing materials as required
- completing all paperwork and recording required.

There will be elements in the role that will follow a routine, but a large percentage of the work will vary according to the needs of projects. As this is a developing role, successful candidates will need to be

Our children. Our families. Our community.

Registered Charity Number: 1146171 Company Number: 7852922
Patron: Baroness Stedman Scott OBE

prepared to adapt to meet need. There will be an expectation of weekend and evening work within the hours.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

The Education Futures Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants for people working in posts with young people and vulnerable adults will need to undertake an Enhanced Criminal Record with Barred List Check.

Job description: EFT Catering Lead

Responsible to the Office Manager

Key aims

1. To oversee effective, well-regarded community cafés/outlets.
2. To plan menus that take account of customer and partner feedback.
3. To deliver high quality meals and excellent service.
4. To provide support for other staff and volunteers involved in the café/outlet and food related projects.
5. To meet the needs of individuals and groups accessing the cafés/outlets.
6. To deliver a service that supports the charity's activities and catering the requirements of all service users.

Main tasks

1. To oversee and manage EFT community café/s and food outlets
2. To ensure that all health and safety issues are adhered to in the cafés/outlets.
3. To establish good practice in all areas of the cafés/outlets.
4. To deliver well planned, balanced, healthy meals and drinks that attract customers and advance the reputation of the service.
5. To offer a high-quality food and drinks service that meets the needs of the customers.
6. To develop, demonstrate and utilise knowledge about cookery and catering to enhance the impact of the charity.
7. To engage young people and adult volunteers with all aspects of delivering the café/restaurant and catering.
8. To build and maintain successful relationships with customers, volunteers and partners.
9. To market and promote the cafés/outlets, identifying and developing areas of growth that provide a financial contribution to serve the aims of the charity.
10. To monitor progress and participation, providing constructive feedback to all involved.
11. To be involved in recording, data collection and monitoring.
12. To provide reports for the funding body as a part of the Education Future's Trust monitoring and evaluation procedures
13. To report on a monthly basis to the allocated supervisor, and to the Chief Executive, as required.

Person Specification: EFT Catering Lead

Essential criteria

Personal qualities

The successful candidate will:

1. be committed to equality of opportunity
2. be enthused about food, cooking, catering and the impact on consumers
3. have the attitude and ability to engage with service users
4. be able to enthuse and motivate young people, volunteers and other professional colleagues
5. be able to challenge effectively whilst maintaining relationships
6. have a demonstrable commitment to the success of the programme
7. to demonstrate commitment to continuing professional development
8. have professional integrity and confidentiality
9. be able to demonstrate flexibility, especially around working hours.

Experience

The successful candidate will have experience of:

1. catering and cooking
2. working in a variety of café/food outlet contexts
3. running/managing a café or restaurant
4. managing customers
5. delivering food related projects
6. working with young people
7. working with vulnerable adults
8. working with individuals with a variety of specific needs
9. organising activities
10. managing health and safety/risk assessments
11. having worked with a range of other partners.

Skills

The successful candidate can demonstrate:

1. ability to oversee community projects, e.g. café/s
2. the ability to organise their time to oversee and plan effective programmes

3. the ability to enthuse others and share food skills and knowledge
4. the ability to work effectively in a team
5. the ability to produce menus and advertising materials
6. good communication skills across a wide range of audiences
7. the ability to assess needs, using appropriate tools
8. regular and effective monitoring and evaluation of progress

Knowledge

The successful candidate will demonstrate knowledge and understanding of:

1. cooking and catering
2. food related health and safety issues
3. how different food outlets operate
4. nutrition and diet
5. managing people

Other criteria

1. Professional or vocational qualification in food to level 3
2. Willingness to work unsociable hours, including weekends and evenings
3. To be literate and numerate (GCSE grade C)
4. Post holders must be able to drive, provide own car and travel freely.

Desirable criteria

Experience

The successful candidate will have:

1. food hygiene certificate
2. first aid qualification
3. experience of working with young people

Knowledge

The successful candidate will have:

1. specialist knowledge in an area of cooking or catering
2. mentoring knowledge.