

Kent County Council

Job Description: *Catering Co-ordinator*

Directorate:	Adult Social Care and Health
Unit/Section:	Older People / Learning Disabilities
Grade:	KR05
Responsible to:	Team Leader/ Unit Manager

Purpose of the Job:

Provide an efficient catering service to clients including directing staff as appropriate, organising appropriate menus and maintaining stock levels, ensuring compliance with relevant Health & Safety and hygiene regulations.

Main duties and responsibilities:

- Plan meals within nutritional and dietary guidelines, including portion control, ensuring meals are cooked and served in a timely manner following safe food hygiene standards, to provide well balanced meals at designated times providing adequate choice.
- Direct the day to day work of the kitchen team and provide supervision sessions to ensure the function performs to appropriate high standards.
- Ensure expenditure is kept within authorised budget limits by completing weekly financial returns, stock sheets, periodic stock taking, timesheets for staff, etc. to ensure KCC's policies and procedures are adhered to.
- Ensure correct Health & Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment.
- Organise and undertake on the job training for new kitchen staff to ensure a high standard of service is maintained
- Liaise with outside agencies i.e. Environmental Health Officers and suppliers to ensure high standards of food hygiene and quality of supplies are maintained.
- Ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment
- Assist with the cooking, serving of meals and cleaning of kitchen area, as appropriate, in order to provide an effective service.
- Attend training courses as required and assist in the training of other catering staff as directed
- Comply with Health and Safety, Fire Regulations and other County policies

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Catering Co-ordinator*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Basic written and numeric skills • NVQ in Catering or equivalent • Food Hygiene level 2 certificate, working or willingness to work towards Intermediate level 3 • Basic awareness of COSHH
EXPERIENCE	<p>Experience of range of catering equipment and appliances</p> <p>Previous experience of working in a kitchen environment</p>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Able to organise own and other's workloads in order to achieve the job outcomes • Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant • Contributes to organisation of the work of the unit or process • Able to deal with everyday problems and to identify which problems should be referred to supervisor • Ability to respond appropriately when faced with difficult situations or when handling enquiries and complaints • Able to communicate budget information to managers • Ability and commitment to support the Directorates Equality and Diversity Policy Statement which is an integral part of the Directorates service delivery and relationship with the client to respect people as individuals, regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion • Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day in accordance with the needs of the job • Ability to assist in planning suitably nutritious meals including special dietary needs • Ability to undertake induction of staff and training in large pieces of equipment such as potato peeler and deep fat fryer
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of client groups, work groups, work areas, etc. • Understands customer care and able to apply the customer's needs to the development of the service • Knowledge of a unit or operational activity • Understands how to delegate tasks to others in the team • Understands the principles of supervising, motivating and developing others and can motivate clients, team members, contractors and others as appropriate to the job

	<ul style="list-style-type: none"> • Knowledge and understanding of the disciplinary and grievance procedures • Knowledge of the budget(s) relevant to the job i.e. stock control • Understands and able to implement all health and safety policies relating to working environment and staff group • Able to promote a positive Health and Safety culture within the workplace • Understands the elements of cost in an area or service • Understanding of cost codes and can allocate costs to codes if required by the job • Awareness of and compliance with equality policy, procedure and legislation • Awareness of Data Protection and confidentiality issues • Awareness of how to deal with emergency situations e.g. Health and Safety – Fire • Awareness of safe handling and food rotation • Awareness of Mental Capacity Act • Awareness of Environmental Health policy and procedures
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>