

Job Description

Job Title: Your name: Your place of work:	Catering Manager
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Pilgrims' Friend Society 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.

It is a fundamental principle of Pilgrims' Friend 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.

We have a distinctive approach to living with people in our homes and schemes. We refer to the people who live with us as "family members" and our approach to care known as "The Way we Care" (TWWC) is highly person centred and values each person as precious and made in God's image.

We are seeking dedicated individuals who are passionate about providing holistic care and support to our family members at Pilgrims' Friend Society. As an integral part of our team, you will play a crucial role in ensuring the well-being and happiness of our family members. To uphold our mission and values, we expect all staff to embody TWWC in their daily responsibilities. We want to engage with the communities and churches around our homes to their benefit as we share our resources and to our benefit as we recruit volunteers who add so much to the quality of what we do. Below are the key expectations for this role:

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 into 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 storeroom 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 Pilgrims' Friend Society
13. Embrace the values of TWWC, recognising the importance of treating every family member as an individual and prioritising their unique needs and preferences with a compassionate approach
14. Actively engage in all aspects of home life, including supporting family members with various activities that enhance their quality of life which may include accompanying them to services or reading the Bible to them
 - a. Strive for excellence in supporting engaging events and activities that promote a sense of community among family members
 - b. Be transparent in your efforts, openly communicating the goals and benefits of these activities to the family members
15. 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

General

16. Assist in providing a supportive environment that respects and celebrates the Christian beliefs and practices of our family members
17. 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 Pilgrims' Friend Society
18. 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

