

Role Specification

Position: Catering Social Enterprise Lead
Reports to: Marketing Manager
Key Relationships: Directors & ETF Group Staff, Community Engagement Coordinator, Businesses, Jobcentre Plus, Partner Agencies, Schools, Colleges & Employers

Annual Leave: 28 days inclusive of statutory bank holidays

Place of Work: Paignton - also required to work at other sites as directed
(Must be capable of travelling for business related purposes)

Contract: Full Time 37.5 hours p.w.

Salary Band: £22,000 - £26,000

This role is subject to an enhanced DBS check with a 6-month probationary period.

Overview:

This role will operate flexibly, in meeting the needs of the business and our customers. The Community Kitchen is a Social Enterprise concept which is expected to be profitable. The profits made will then be re-invested to provide paid work opportunities, volunteering, work experience, internships, traineeships and apprenticeship for our client group. This could mean working on assignments that will change from day to day for example:

- Running our community kitchen, including:
 - Community Fridge
 - Older peoples lunch club
 - Catering events
 - Providing school meals
 - Takeaway food
 - Cream teas by post
- Develop community-based projects and new lines of business that embed learning activities for our clients.
- Deliver some teaching, learning and assessment sessions on ETF Group premises or community venues on a 1:1 basis or with small groups of young people (post 16) with SEND, or adults.
- Working with employers to set up work experience, apprenticeships and traineeships to help learner progression.

Key Objectives:

Objective	Measured by
• Develop social enterprise concept	<i>Business Plan, Budget, Cash Flow</i>
• Ensure high quality service	<i>Service feedback, Environmental health</i>
• Demonstrate community benefits of the service	<i>Case Studies</i>
• Demonstrate Business Development opportunities	<i>New Bids, Contracts, community projects</i>
• Achieve profitable outcomes and outputs	<i>Income/Expenditure</i>
• Demonstrate high quality work	<i>Audit, Accuracy, timeliness</i>
• Demonstrate positive interpersonal relationships	<i>Behaviours, feedback</i>
• Ensure a safe and healthy environment	<i>Risk assessment, Safeguarding/Prevent records</i>
• Achieve a positive fun and interesting work environment	<i>Learner/volunteer voice, feedback</i>

Responsibilities:

Community Kitchen Provision

- Support ETF Group marketing and promote our services to prospective clients and stakeholders
- Demonstrate benefit of the Community Kitchen to stakeholders through tools like:
 - Case Studies
 - Reports
 - Return on social investment
- Over-see the day-to-day running of the Community Kitchen including managing staff:
 - Paid staff
 - Volunteers
 - Work experience placements
 - Supported internships
 - Traineeships
 - Apprentices
- To ensure that supplies of fresh foods are ordered, checked and stored correctly in accordance with environmental health regulations.
- To produce menus and methods along with responsibility for menu planning that is innovative and timely.
- To develop the Community Kitchen as a Social Enterprise in line with the ethos of Eat That Frog CIC.
 - Develop business plan
 - Cashflow and budget
- Act as head chef, developing Community Kitchen services including:
 - Community Fridge
 - Older peoples lunch club
 - Catering events
 - Providing school meals
 - Takeaway food
 - Cream teas by post
- Cook daily food requirements to meet orders and contract requirements
- Work with wider teaching staff to give learners the opportunity to gain evidence for their qualifications
- Support the specific requirements of clients with Special Educational Needs, providing information to update the Education Health Care Plans, and taking part in person centred review meetings
- Deliver some teaching and learning as required; assess clients and evaluate your delivery for learners, to prescribed standards and meeting the requirements of funding/quality bodies (Ofsted, MATRIX, RARPA etc).
- Work with employers and community projects as appropriate or when required to:
 - To develop understanding and knowledge of subject related industrial and professional activities.
 - To help develop work experience, supported internships, traineeships, apprenticeships and progression opportunities

Personnel

- Take part in staff appraisal, supervision and maintaining continuing professional development
- Develop staff rota for your area of work
- Ensure adequate supervision for staff on duty, i.e. interns and trainees
- Support delivery of staff training in support of CPD needs

Quality

- Ensure produce maintains a high standard and meets food hygiene regulations, maintaining five star rating
- Undertake assessment for your area of responsibility, and support:
 - Team and standardisation meetings
 - Self-assessment
 - EV visits
 - compliance with audit and awarding body regulations and standards.
- Assist with gaining and maintaining MATRIX and other standards within ETF Group

Facilities

- Ensure all work is undertaken in accordance with health & safety, food hygiene, food safety legislation and policies, generating and reviewing risk assessment.

Finance & Administration

- Work to an agreed budget, reporting on a monthly basis
- Ensure minimal wastage within agreed margins
- Cost produce for sale, generating an operating profit
- Ensure your client administration and documentation is accurately completed within the required timeframe
 - including staff calendar, registers, enrolment, pursuing student absence, progression, achievement of goals and any other student related administration as deemed appropriate.
 - Track progression and destination of clients during and after completion of ETF Group provision
- Provide live and timely information to management

General

- Attend meetings and conferences within a network of professional contacts as required
- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding and the promotion of Equal Opportunities at all times
- Travel as required for business to support other ETF establishments, community-based delivery and to meet wider business needs.
- Maintain and promote your workplace as a clean and healthy environment
- Undertake any other duties required by senior management.

Safeguarding

ETF is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.

Person Specification	Essential	Desirable
Qualifications		
DTLL's/PGCE (within 3 years be working towards achieving QTLS)		✓
Award in Education & Training Level 4 (or willing to undertake)	✓	
Assessors Award or equivalent (or willing to undertake)	✓	
Verifiers Award or equivalent		✓
Hospitality/Catering at a higher level 3 or above	✓	
Level 4 HACCP qualification	✓	
Food Hygiene qualification	✓	
Literacy/Numeracy level 2 or equivalent	✓	
First Aid at Work		✓
Skills & Experience		
Experience in delivery of teaching and learning		✓
Experience of working with SEND learners		✓
Experience of running a business / professional kitchen	✓	
Experience of supporting Maths & English		✓
Experience of working to company policies	✓	
Ability to maintain accurate records and administration	✓	
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Excellent ICT skills, particularly MS Office	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
Personal & Work-related attributes		
Creative/Imaginative thinker/teacher	✓	
Demonstrate positive behaviours at all times	✓	
Demonstrate track record of 5 star environmental health record	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken English	✓	
Work calmly under pressure	✓	
"Can-do" self-motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	