



ROLE PROFILE

COOK/CATERING SUPERVISOR

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POST:
Cook / Catering Supervisor

SALARY:
£22,000 - £24,000 per annum pro rata (dependent on experience)

LOCATION:
Mahdlo, Egerton Street, Oldham, OL1 3SE

REPORTING TO:
Facilities and Health and Safety Manager

CONTRACT:
26 hours per week, permanent

BENEFITS:

- Free onsite gym access
- Life Insurance
- Birthday Gift
- Automatic enrolment to Medicash Health Care scheme on successful completion of probationary period



ABOUT MAHDLO YOUTH ZONE

Mahdlo is a local charity that relies on the support and generosity of the Oldham community to keep our doors open and to provide the services our young people need.

Our Vision is to be a beacon of excellence for youth-led provision in Oldham.

Our Mission is to provide opportunities to raise aspirations and support young people to be the best they can be through the delivery of high quality, innovative activities and experiences for young people from Oldham aged 8-19 (25 with a disability).

OUR VALUES -
THE WAY WE WORK

PASSION
RESPECT
INCLUSION
DEPENDABILITY
EXCELLENCE

THE ROLE

We have an exciting opportunity for a proactive Cook / Catering Supervisor to join our team.

With a creative approach, you will ensure we offer a range of nutritious and healthy menu options for the young people who use our facilities and also supervise the catering operation at Mahdlo, ensuring it operates efficiently.

The successful candidate will plan, prepare and cook nutritious and balanced food to meet the needs of the young people, visitors and staff using Mahdlo Youth Zone.

You will also ensure that all legal, safety and individual requirements are met.

It is essential you have a passion for working positively with young people and delivering an excellent service.

You must also be committed to working within the spirit of Mahdlo's core values - Pride, Respect, Inclusion, Dependability and Excellence - which describe how we do things.

JOB PURPOSE

To supervise the catering operation at Mahdlo, ensuring it operates efficiently and offers a range of healthy nutritious menu options. To plan, prepare and cook nutritious and balanced food to meet the needs of the young people, visitors and staff using Mahdlo Youth Zone, ensuring that all legal, safety and individual requirements are met.

KEY RESPONSIBILITIES

- Plan menus that are nutritious, healthy, affordable and appropriate for different dietary requirements and ethnic /cultural/ personal tastes.
- Oversee and carry out the preparation and cooking and serving of main meals snacks and beverages in accordance with the agreed menus and ensuring appropriate separation in the preparation of halal and non halal food.
- Ensure menus are displayed and updated daily showing choices.
- Determine quantities to be cooked and size of portions to be served to minimise waste.
- Check the quantity and quality of stock received and report any deficiencies to the line manager to follow up.
- Arrange staffing rotas for the catering offer.
- To provide direct line management support, coaching, and development to the catering team.
- Oversee and carry out clearing of tables, washing and cleaning of crockery, utensils, kitchen equipment work surfaces, floors and dining area to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.
- Establish the necessary health and safety and hygiene procedures and ensure compliance with food hygiene regulations, including ensuring that appropriate clothing is worn at all times and that a high standard of personal hygiene is maintained by yourself and all others using or working in the kitchen.
- Ensure all kitchen equipment is regularly checked and any faults/repairs required are reported to the Facilities Manager.

- Ensure food is stored correctly and at the correct temperatures.
- Recording of all high risk food temperatures on delivery and prior to service, if applicable.
- Operating the tills system and cashing up the tills accurately and ensuring the correct financial administration is carried out in line with financial regulations.
- Establish a cleaning schedule and implement a cleaning schedule ensuring regular cleaning of all work surfaces, storerooms and ancillary areas.
- Undertake such other additional duties which may result from changing circumstances.
- Manage and serve in the tuck shop.
- Disposal of waste appropriately and in line with Mahdlo's agreed policies.
- Effectively manage other catering staff and volunteers in line with Mahdlo's HR procedures ensuring they are welcomed and feel an integral and valued part of the Mahdlo team.
- Obtain feedback about the catering offer and implement identified improvements, linked to service excellence principles.
- Reporting comments, behavior or incidents which are inappropriate in a setting with children and young people and understand the process for doing so.
- Support any other duties required of you as may reasonably be determined by your line manager.

GENERAL REQUIREMENTS

- Contribute positively to the promotion of health and wellbeing of children and young people, in line with Mahdlo's six key themes.
- Work diligently to meet the requirements of this job description.
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that all relevant policies, procedures and working practices are adhered to at all times
- Work in accordance with Mahdlo's culture, values, aims and objectives
- Act as a positive ambassador for Mahdlo at all times
- Positively contribute to Mahdlo's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably be required

ADDITIONAL INFORMATION

- In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.
- Mahdlo is an equal opportunities employer and welcomes applications from all sections of the community.

PERSON SPECIFICATION

QUALIFICATIONS

	Essential	Desirable
Basic Food and Hygiene Certificate	✓	
Advanced Food and Hygiene Certificate		✓
NVQ Level 3 in Catering (or equivalent)		✓

EXPERIENCE

	Essential	Desirable
Experience in supervising a catering environment	✓	
Experience of creating healthy and a diverse range of food on a tight budget		✓
Working in a customer facing environment		✓
Working within a team and working independently	✓	

SKILLS

	Essential	Desirable
Ability to create a cafe bar selection of home cooked, nutritious food that will appeal to young people aged 8 - 19 years, for 100+ covers per day	✓	
Ability to create a range of choices including for those with specific dietary requirements (based on medical, cultural, religious or personal needs)	✓	
Ability to supervise other cooks and volunteers	✓	
Ability to ensure a high standard of health and safety and excellent standard of hygiene in the working environment	✓	
Efficient with good organisational skills	✓	
A positive attitude and commitment to provide good service	✓	
Basic IT skills with the ability to use a till		✓
The ability to stay calm under pressure, to work fast and to a consistently high standard	✓	
Be able to manage stock control		✓
Able to work on own initiative	✓	
Ability to form positive relationships with colleagues and work as a team	✓	

PERSONAL ATTRIBUTES

	Essential	Desirable
Interest in working in a youth work setting and demonstrate a commitment to the goals and drivers behind Mahdlo		✓
Enthusiasm and ability to contribute to the successful development of Mahdlo Youth Zone	✓	
Interested in helping young people		✓
Welcoming and approachable	✓	
Extremely good time keeper	✓	
Willing to work positively to ensure a good environment for all of our young members	✓	
A good understanding of Oldham and its local communities		✓
A willingness to work unsociable hours when required	✓	

APPLICATION PROCESS:



HOW TO APPLY:

To apply for this opportunity please complete the Mahdlo application form downloadable from:

<https://www.mahdloyz.org/get-involved/vacancies>

Please refer to the full job description and person specification as relevant experience is essential.

All application forms must be submitted via email to **HR@mahdloyz.org**

CLOSING DATE: 12 NOON, FRIDAY 3 FEBRUARY 2023

Mahdlo is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment; therefore an Enhanced Disclosure and Barring Service (DBS) check is required with this post. The successful applicants will be expected to join the DBS Update Service. Job offers are also subject to two satisfactory references.

Mahdlo is an equal opportunities employer and positively welcomes applications from all candidates. We treat all applicants for employment and employees equally.



MAHDLO TEAM BENEFITS



ONSITE GYM

For all of the fitness fanatics or if you just want to maintain a healthy lifestyle.



BIRTHDAY GIFT

£50 Birthday Gift to boost your Health and Wellbeing.



HOLIDAY ALLOWANCE

14.54% of hours worked paid to you in your salary each month.



MEDICASH HEALTH CARE

On successful completion of your probationary period you will be enrolled onto Medicash - an award winning Health Care scheme.



LIFE INSURANCE

We understand that losing a family member can be devastating for a family and their finances and that's why we provide life insurance from Canada Life to all of our staff members.