



**Ministry of  
JUSTICE**  
National Offender  
Management Service

# **Organisational Restructure Programme (ORP)**

## **Job Description (JD)**

### **Band 3**

#### **Group Profile - Skilled Delivery (SD)**

#### **(JD) Skilled Delivery – SD : Catering**

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## Job Description

<b>Job Title</b>	SD : Catering
<b>Group Profile</b>	Skilled Delivery
<b>Organisation Level</b>	Delivery
<b>Band</b>	3

<b>Overview of the job</b>	This is a delivery role within an establishment requiring an appropriate trade
<b>Summary</b>	<p>The job holder will be a Caterer by trade and will deliver catering services to prisoners within the establishment operating associated equipment in a safe and secure manner.</p> <p>This is a non-operational job with no line management responsibilities.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Work with prisoners in the kitchens, supporting them to work in a safe and efficient manner, making sure that security is maintained</li> <li>• Prepare and cook food, ensuring effective use of ingredients to reduce waste, providing catering for specialist diets on the grounds of religious beliefs and medical issues</li> <li>• Prepare food order and other catering goods as required, for authorisation by managers; check in any deliveries for the kitchen and ensure stock rotation</li> <li>• Co-ordinate resources, including food, ingredients and staff/prisoner workforce to deliver the day to day catering requirements of the establishment</li> <li>• Serve food in the kitchen or hotplate areas; visit residential areas to check hygiene standards and food servery activity as required.</li> <li>• Undertake food trolley delivery and collection, which may involve the use of a delivery vehicle</li> <li>• Contribute to the review of catering practice in the kitchens consistency across the unit in the application of policies and procedures that affect prisoners and staff</li> <li>• Ensure prisoners comply with relevant Health and Safety policies when carrying out duties within the kitchen</li> <li>• Participate in the selection process of prisoners for kitchen duties</li> <li>• Completes regime monitoring information and update prisoner training records</li> <li>• Ensure all tools and equipment are safe, secure and properly accounted for and report maintenance and repair when required in line with Local Security Strategy and National Security Framework</li> <li>• Assist in the delivery of training to prisoners</li> <li>• Maintain regular communications via radio net in accordance with Local Security Strategy (LSS)</li> <li>• Undertake regular tool checks in line with Local Security Strategy and National Security Framework</li> <li>• Comply with all Food Safety; Health and Safety policies and legislation</li> <li>• Rub down and pat down search prisoners as required by management</li> <li>• Operate within command mode, in-line with local contingency plans</li> <li>• Open and complete Assessment Care in Custody and Teamwork (ACCT) forms, Violence Reduction Incident Reports (VRIR) and Security Information Reports (SIRs) when required and contribute to Incentive Earned Privileges (IEP) reports</li> <li>• Ensure all daily monitoring records that support food safety systems and</li> </ul>

	<p>The requirements listed above are representative of the knowledge, skill, and/or ability required and are not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job and Group Profile</p>
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<b>Competencies</b>	<p>All of the competencies in the National Offender Management Services (NOMS) Competency and Qualities Framework (CQF) are relevant to this group profile. For the purpose of selection the following competencies will be measured:</p> <ul style="list-style-type: none"> <li>• 4. Leading and Communicating</li> <li>• 9. Managing a Quality Service</li> <li>• 10. Delivering at Pace</li> <li>• 11. Achieving a Safe and Secure Environment</li> <li>• 14. Persuading and Influencing</li> <li>• 15. Acting with integrity</li> </ul>
<b>Minimum Eligibility</b>	<ul style="list-style-type: none"> <li>• All members of the Civil Service must fulfill the nationality criteria and be free from immigration control and have indefinite leave to remain in the United Kingdom</li> <li>• All candidates are subject to security and identity checks prior to taking up post</li> <li>• All external candidates are subject to 6 months probation. Internal candidates are subject to probation if they have not already served a probationary period within NOMS</li> <li>• All staff are required to declare whether they are a member of a group or organisation which the Prison Service considers to be racist</li> </ul>
<b>Essential Skills/Qualifications/Accreditation/Registration</b>	<p>Must hold level 2 certificate (C&amp;G 706/2) in Food Production within Hospitality and Catering or equivalent. Additionally they must hold a Food Hygiene Certificate Level 2, they are required be familiar with all current health, safety and hygiene related regulations for working in a kitchen. Must be able to demonstrate competency within an industrial kitchen environment.</p>

<b>Hours of Work and Allowances</b>	<p>37 hour working week (standard).</p> <p>NOMS Staff on closed pay structures only:</p> <p>Additional Conditioned Hours Pensionable (ACHP) Staff moving from a closed 39 hour pay structure will be eligible for the two protected pensionable additional committed hours (ACHP). They will work a 39 hour week consisting of the standard 37 hour week and a further 2 additional hours (ACHP) paid at plain time pensionable rate.</p> <p>Unsocial Hours Working will be confirmed by the Recruiting Manager and only paid where applicable:</p> <p>Unsocial Hours Working This role requires working regular unsocial hours and a 17% payment will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evening, nights, weekends and Bank / Public holidays.</p>
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<b>Benefits</b>	<p><b>Annual Leave</b></p> <ul style="list-style-type: none"> <li>The holiday year runs from 1 March. If you work a non standard work pattern your leave entitlement may be expressed in either hours or days as appropriate. Leave entitlement is calculated on a pro-rata basis and you will be advised of your actual entitlement on appointment. If you were appointed internally and your leave was previously calculated in days, this will continue to be the case.</li> </ul> <p><b>Bank, Public and Privilege Holidays</b></p> <ul style="list-style-type: none"> <li>You are entitled to 10.5 days (78 hours) in recognition of bank, public and privilege holidays. These hours are added to your annual leave allowance. There is a requirement to work some public and bank holidays subject to your shift pattern and the operational needs of the establishment</li> </ul> <p><b>Pension</b></p> <ul style="list-style-type: none"> <li>The Civil Service offers a choice of two pension schemes, giving you the flexibility to choose the pension that suits you best.</li> </ul> <p><b>Work Life Balance</b></p> <ul style="list-style-type: none"> <li>The Prison Service is keen to encourage alternative working arrangements. Work life balance provides greater opportunities for staff to work more flexibly wherever managers and establishments can accommodate requests to do so. The prison service offers flexible working subject to completion of a satisfactory probationary period and NVQ</li> </ul> <p><b>Season ticket advance</b></p> <ul style="list-style-type: none"> <li>After two months' service, you'll be eligible to apply for a season ticket advance to purchase a quarterly or longer-period season ticket for travel between home and your place of work</li> </ul> <p><b>Childcare vouchers</b></p> <ul style="list-style-type: none"> <li>The Prison Service offers a childcare vouchers scheme. The scheme enables staff to take part of their salary in the form of Childcare Vouchers. This is known as a Salary Sacrifice. The vouchers can then be used to help meet the costs of any form of registered or approved childcare for children aged 0-16. The vouchers are exempt from tax and National Insurance contributions</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>The Prison Service is committed to staff development and offers a range of training and development opportunities, including areas such as Equality &amp; Diversity, Anti Social Behaviour, Suicide Prevention and Anti Bullying Programmes</li> <li>There are opportunities to access promotion programmes and the Prison Service provide a variety of training appropriate to individual posts</li> <li>All staff receive security and diversity training and an individual induction programme into their new roles</li> </ul>