National Offender Management Service

Job Description (JD)

Band 3

Group Profile – Skilled Delivery (SD) Job Description – SD : Catering

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Job Description

Job Title	SD : Catering
Group Profile	Skilled Delivery
Organisation Level	Delivery
Band	3

Overview of the job	This is a delivery role within an establishment requiring an appropriate trade
Summary	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. This is a non-operational job with no line management responsibilities.

Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities and duties: • Work with prisoners in the kitchens, supporting them to work in a safe and efficient manner, making sure that security is maintained • 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 • Prepare food order and other catering goods as required, for authorisation by managers; check in any deliveries for the kitchen and ensure stock rotation • Co-ordinate resources, including food, ingredients and staff/prisoner workforce to deliver the day to day catering requirements of the establishment • Serve food in the kitchen or hotplate areas; visit residential areas to check hygiene standards and food servery activity as required. • Undertake food trolley delivery and collection, which may involve the use of a delivery vehicle • 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 • Ensure prisoners comply with relevant Health and Safety policies when carrying out duties within the kitchen • Participate in the selection process of prisoners for kitchen duties • Completes regime monitoring information and update prisoner training records • 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 • Assist in the delivery of training to prisoners • Maintain regular communications via radio net in accordance with Local Security Strategy (LSS) • Undertake regular tool checks in line with Local Security Strategy and National Security Framework • Comply with all Food Safety; Health and Safety policies and legislation • Rub down and pat down search prisoners as required by management • Operate within command mode, in-line with local contingency plans • 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 • Ensure all daily monitoring records that support food safety systems and procedures are completed The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder

Competencies	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: • 4. Leading and Communicating • 9. Managing a Quality Service • 10. Delivering at Pace • 11. Achieving a Safe and Secure Environment • 14. Persuading and Influencing

Minimum Eligibility	• All candidates are subject to security and identity checks prior to taking up post • 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 • All staff are required to declare whether they are a member of a group or organisation which the Prison Service considers to be racist
Essential Skills/ Qualifications/ Accreditation/ Registration	Must have a Vocational Qualification at Level 3 or be willing to work towards gaining this qualification within an agreed timescale. Jobholder must hold the following essential qualifications; level 2 certificate 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. Refresher training in Food Safety (HACCP) should be completed at 3 year intervals. An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh

Hours of Work and Allowances	37 hour working week (standard). NOMS Staff on closed pay structures only: 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. Unsocial Hours Working will be confirmed by the Recruiting Manager and only paid where applicable: 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.