



National Offender Management Service

Job Description (JD)

Group Profile - Support Services Facilities (SSF)

Job Description – SSF : Catering

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Job Description

Job Title	SSF : Catering
Group Profile	Support Services Facilities
Organisation Level	Support
Band	2

Overview of the job	This is a non operational role supporting the appropriate function
Summary	<p>The job holder will work within catering areas in the establishment and be responsible for assisting the catering team in providing healthy and nutritious food for prisoners.</p> <p>This is a non operational job with no line management responsibilities.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Assist the Catering Manager in ensuring all food is produced in-line with current legislation and good practice and delivered safely • Support the Catering Manager with menu production • Assist with the supervision of prisoners working in the kitchen • Assist with catering orders as directed by Catering Manager • Assist with stock rotation, ensuring low stock levels and high stock turn over, keep accurate stock records of all issues from the stores • Monitor 'use by date' products effectively to required standards to minimise waste • Provide a daily change of clothing for prisoners working in catering areas • Maintain adequate stocks of clothing/ shoes/hats for all prisoners employed in catering areas and order appropriately • Update the database with prisoners employed into work. Contact units to clarify missing prisoners and log on daily movement sheet • Ensure log is kept updated and checks on all catering areas are completed weekly, reporting to line manager when required • Maintain a log of adequate serving utensils and equipment and heat measuring probes issued for all the kitchen units with in the establishment • Liaise with gate staff and take responsibility for the delivery of all orders to the kitchens and main stores • Assist manager to be audit compliant to preserve standards and adhere to the control measures in place • Ensure that staff and visits vending machines are stocked, cleaned and maintained. Report faults and discrepancies to the Catering manager as required • Undertake administrative duties relating to area of work as required <p>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</p>

	be discussed in the first instance with the Job Holder
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Competencies	<p>All of the competencies in the National Offender Management Services (NOMS) Competency 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"> • 4. Leading and Communicating • 5. Collaborating and Partnering • 6. Building Capability for All • 9. Managing a Quality Service
Minimum Eligibility	<ul style="list-style-type: none"> • 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	<p>Jobholder must hold the following essential qualifications; primary level 2 certificate in Food Safety or equivalent. Additionally, they must 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.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh</p>

Hours of Work and Allowances	<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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