

**Job Description**

**Job Title:**   **Mobile Caterer**

**Contract type**: **Permanent**

**Salary:** **£10.30 - £11.48 an hour**

**Hours: P/T (flexible working which will include weekends**

**and bank holidays)**

MINIMUM QUALIFICATIONS

* City Guilds 7061 / 7062 Catering and Hospitality.

 Or

* NVQ 2 Catering and Hospitality
* Level 2 food Hygiene.
* Level 2 HACCP.
* Full UK driving license.

**JOB SUMMARY**

* Do you have a flare and a passion for food? An exciting opportunity to join an expanding catering department is available
* The post holder will be responsible for the ongoing development of our external catering initiative, the Munchkin. This mobile catering unit needs developing for the purpose of income generation
* Key to the success of the post will be to have a flare for food, creative cooking and initiative
* It will be essential to demonstrate due regard for excellent food hygiene, quality and safety issues
* The post holder will be expected to develop new and creative catering offerings

**KEY REQUIREMENTS**

* A flexible and creative catering profession
* A solution focused and sales-driven approach

**INTRODUCTORY NOTES**

1. This document is a guideline to the general scope of duties involved and may be subject to review.
2. In addition to amendments requested by the hospice, suggested changes to the content of this document which could improve the job description would be welcome from the post holder.
3. The post holder will have a duty to be aware of and adhere to all the rules and regulations of professional governing bodies and any relevant and particular Acts of Parliament or other statutory requirements, which may change from time to time.
4. The post holder may have access to information which is strictly confidential. It is a condition of employment that under no circumstances will such information be discussed or shared with unauthorised person or persons.
5. The hours of work will be organised according to a department rota system. Weekends and bank holidays will be part of the normal working week. The post holder is required to work additional hours as necessary to fulfil their duties to the satisfaction of the Hospice.

DUTIES AND RESPONSIBILITIES

1. Develop the Munchkin into an income generating business for the Hospice.
2. Review and develop new catering opportunities to generate income.
3. Up/cross selling and value add services to suit customer needs and maximise profits.
4. Demonstrate an adaptable response to customers and situations presented to you.
5. Maximise the use of external catering offerings including the Munchkin.
6. Deliver excellent catering in accordance with the Hygiene standards.
7. Explore and develop catering opportunities to provide income generation
8. Ensure that all hygiene and food safety standards are met.
9. Develop and deliver food excellence that will attract and retain customers.
10. Ensure high standards of cleanliness and hygiene are practiced in all hospice catering venues at all times.
11. Support and work alongside volunteers, managing and motivating them to ensure maximum productivity.
12. Work with the budget ‘spend and income’ guidelines to ensure that hospice catering businesses generate sufficient contribution to meet their targets.
13. Identify and enhance profitability and review catering trends.
14. Carry out any other duties which may from time to time be requested in the interest of the Hospice including working at cash generating initiatives designed to strengthen our position within the local community.
15. Work collaboratively and creatively with the Hospice catering team to maximise opportunities.
16. Develop the Wakefield Hospice brand.

Health and Safety

1. To provide a safe environment that protects all staff, volunteers and the public.
2. To comply with all Health and Safety regulations as per Wakefield Hospice’s Health and Safety Policies.
3. Being responsible for completing monthly risk assessments and specific risk assessments.
4. Meet licensing requirements
5. Ensure hygiene standards at all times and H&S including fire regulations.

**PERSON SPECIFICATION**

E = Essential - D = Desirable

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| --- | --- | --- | --- |
| **CRITERIA** | **STANDARD** | **E/D** | **MEASURED BY** |
| **Qualifications / Training** | City Guilds 7061 / 7062 Catering and Hospitality or NVQ 2 Catering and Hospitality | E | Application form / interview |
|  | Level 2 food hygiene | E | Application form / interview |
|  | Level 2 HACCP | D | Application form / interview |
|  | Full UK driving license | D | Application form / interview |
| **Skills and knowledge**  | Experience of an Environment Health Inspection |  | Application form / interview |
|  | Ability to form good working relationships with staff at all levels and volunteers | E | Application form / interview |
|  | Understanding of the mobile catering industry and street food offerings | E |  |
|  | Good communication skills including dealing with sensitive situations. | E | Application form / interview |
|  | Leadership skills | E | Application form / interview |
|  | Ability to think strategically and plan effectively | E | Application form / interview |
|  | Understanding of Care Quality Commission guidance in relation to food being offered and associated service | E | Application form / interview |
|  | Self-motivated and ability to motivate others | E | Application form / interview |
|  | Good understanding of current food legislation and be able to translate this, ensuring the organisation remains compliant. | E | Application form / interview |
| **Personal Attributes** | Good interpersonal skills and a positive commitment to the service being provided | E | Application form / interview |
|  | Solution focused sales approach and resilient to deal with challenges.  | E |  |
|  | A flexible attitude and approach | E | Application form / interview |
|  | A commitment to delivering excellence consistently | E | Application form / interview |
|  | Car owner | D | Application form / interview |
|  | Ability to work effectively as a team member | E | Application form / interview |
|  | Familiar with local area and social, economic factors affecting the business. | E |  |