

Job Description & Person Specification

Job title: Catering Services Co-Ordinator

Responsible to: Care Quality Lead

Contract Type: Permanent

Position Type: Full Time

Salary: £35,040.49 per annum

Hours of Work: 37.5

Pattern of Work: Rotational shift pattern inclusive of weekends and bank holidays

Annual Leave: 32 days (inclusive of 7 days public holiday) rising to 40 with service

Purpose:

The Catering Services Co-Ordinator leads, co-ordinates and develops all aspects of GSC's food and catering offer.

They are responsible for ensuring high quality, varied, healthy, nutritionally balanced meals and snacks for children and young people resident at the GSC and the food offer for their families during visits, employees and any guests.

Supported by the Care Quality Lead, they ensure compliance with all regulatory requirements in relation to Food Hygiene, preparation and storage, the management of safe and dynamic Kitchen environments including outdoor catering, and compliance with national frameworks, audits and inspection activity.

The Catering Services Co-Ordinator leads a catering team of three and provides guidance, supervision and support across the team as well as identifying learning and practice development areas and driving innovation and collaboration to develop menus and methodologies.

They are responsible for overseeing menu and Budget planning, and for providing accurate reporting on costs. They work closely with GSC senior staff and external suppliers and contractors to achieve best value.

Alongside the Care Quality Lead, they will move forward GSC's future planning to modernise and disperse catering services and promote the Skills for Life approach.

They promote and uphold the vision of GSC as a place of care, safety and learning which provides a positive, life changing experience for young people through individual care, education and skills development focused on promoting young people's mental and emotional wellbeing and longer-term positive outcomes.

They demonstrate the active values of the GSC in being rights respecting, kind, nurturing, and resilient.

Main Duties

1. People & Leadership:

- I. Lead, inspire, and develop a high performing catering team, including recruitment, training, supervision, and performance management.
- II. Oversee rota planning, annual leave, appraisals, and ongoing staff development.
- III. Build strong working relationships with colleagues, young people, and onsite partners
- IV. Develop and deliver agreed goals in line with GSC's Service Improvement Plans
- V. Identify learning and training needs and ensure all mandatory training is completed e.g Food Hygiene, Safeguarding, Data Protection.
- VI. Develop the Catering Team through focused 1 to 1 supervision, Team meetings and making connections across GSC to promote learning and collaborative practice.
- VII. Work in partnership with Care Teams. Education and Health and Wellbeing Team colleagues to support children and their families in developing and promoting understanding of food, nutrition and wellbeing impact.

2. Food Quality, Menus & Innovation:

- I. Design and adapt menus in collaboration with young people and staff— remaining responsive, creative, and culturally aware.
- II. Coach the team in recipe development, nutrition, food presentation, and modern catering trends.
- III. Drive continuous improvement of the food offering, balancing taste, health, and sustainability.
- IV. Champion a "farm to fork" ethos by integrating produce grown on GSC campus (through the Education Department) into daily menus, helping young people understand food origins, sustainability, and environmental impact.
- V. Strengthen community connections by fostering positive relationships with local suppliers, supporting seasonal and local sourcing, and building local partnerships that benefit young people, the organisation and the wider community.
- VI. Support young people with life skills learning and development, food education, and mentoring towards home catering, or a formal catering or hospitality career pathway.

- VII. Attend and engage with the Young People’s Voice group and regularly seek, evaluate and act on feedback from children, families, guests and colleagues.
- VIII. Visit children and young people within Education and their care houses including to coach and quality assure in relation to food presentation
3. Operations, Finance & Compliance:
- I. Manage budgets effectively, ensure safe and sustainable stock control and rotation, limiting and reducing food waste
 - II. Build supplier relationships and supply chains—including negotiating pricing, Best Value and contributing to GSC’s wider procurement processes.
 - III. Lead Catering team administrative and reporting duties in line with GSC’s policies, processes and procedures
 - IV. Utilise and support catering team with basic ITC systems / applications to ensure effective, efficient and auditable catering records.
 - V. Review forward orders and plan for events, theme days, and special occasions.
 - VI. Maintain rigorous standards in Health & Safety, Food Safety, Environmental hygiene systems including HACCP, allergen management, and record keeping as required.
 - VII. Adhere to all relevant reporting policies and processes in relation to faulty equipment and any Health and Safety matters.
 - VIII. Demonstrate ongoing compliance with GSC’s core principles, policies and processes including reporting concerns to the designated lead / line manager in relation to GDPR and Safeguarding requirements.
 - IX. Undertake any other reasonable duties as directed by the Care Quality Lead and SMT

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Substantial experience of cooking/cheffing in a busy commercial/ large kitchen environment • Knowledge and experience of a range of commercial catering models and equipment • Team leadership/supervision experience • Evidenced skill and experience of stock control including planning, seasonal adaptability, quality and value assurance • Evidenced capacity to adapt food offers according to needs and asks of customers 	<ul style="list-style-type: none"> • Food Hygiene Level 4 or above qualification • Knowledge of special dietary requirements • Experience of working within a 24/7 health or care setting • Experience and understanding of secure care environments • Experience in staff training and development. • Knowledge or experience of design and delivery of Lifeskills programmes • First Aid certification. • Experience of event catering including for large numbers of people

- Evidenced creativity and flair in menu planning and food presentation
- Excellent communication, organisational, and time management skills.
- Good numeracy and literacy skills
- Confident with Office 365 and basic IT systems.
- Demonstrates ability to lead, coach, motivate, and support a staff team.
- Solid knowledge of Food Safety, Health & Safety, allergens, nutrition, and environmental health standards
- Has achieved minimum of Food Hygiene Level 3 award
- Young person centred approach
- Demonstrates an understanding of food psychology/physiological and emotional meaning of food and therapeutic engagement with young people.
- Resilient
- creative thinker
- able to adapt quickly in a fast paced environment.
- Ability to communicate technical information for example nutritional value of food types in an accessible way
- Holds or able to secure PVG registration
- Ability to be flexible in emergency situations given the 24/7 nature of GSC's services