

Organisation:	Leeds City College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	n/a
Core Job Role:	n/a
Job Title:	Unit Catering Manager
Reports to:	Deputy Head of Apprenticeships and Commercial
Grade	LC6 (C)
Date of compilation:	November 2021

ROLE SUMMARY:

To run the catering service at the Points Cross building site for the United Living Project.

This is a commercial site and needs to be managed as such, however the unit will be staffed by apprentices and students on work experience. All menu planning, ordering, cooking and delivery of the service will be the responsibility of the manager and the student team. The post holder will be tasked with meeting set profit margins, stock utilization and effective management of the costs associated with the unit.

There will also be a requirement to assist in other commercial ventures undertaken on behalf of the College/Group.

The post holder will be allocated apprentices with the responsibility to ensure that sufficient, quality training is provided to meet the standard and that contractual commitments are met by the apprentices whilst employed by LCC.

CORE RESPONSIBILITIES:

1. To provide a safe and healthy environment for all apprentices and students to learn.
2. Ensure the unit is profitable. Whilst providing nutritious fresh meals. Engaging the apprentices in budget control, stock management and business skills.
3. Be responsible for planning and implementing a healthy menu aligned to United Living's ethos; sourcing products as locally as possible.
4. Promote well-being, nutrition and equality and diversity to site operatives
5. Support work experience opportunities for study programme learners both in the kitchen, food service and clearing tables.
6. Plan and support outside catering opportunities within the United Living remit and to support the wider college offer.

7. To maintain the food safety standards within the unit, completing all relevant documentation and adhering to all applicable legislation.
8. To provide support to local charities, maintaining the department's social responsibility.
9. To meet the college 'I'm in green' agenda by planning all activities around recycling and sustainability.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Unit Catering Manager
Department	Travel, Food and Drink

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 2 English and Maths (or equivalent) or commitment to gaining within 24 months of commencement of employment.	A C
E	Q2. Hold a minimum of NVQ 3 or specialist qualification in the curriculum area/specialist subject.	A C
D	Q3. Assessor / Verifier / Teaching qualification or a willingness to gaining on within 24 months of commencement of employment.	A C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Knowledge and experience within the curriculum areas industry.	A I P
E	EK2. Knowledge and experience of supporting vulnerable students	A I P
E	EK3. Experience of creating and maintaining professional relationships with employers.	A I

E	EK4. Experience of working with colleagues to organise work placement or training.	A I
E	EK5. Experience of working in an educational environment.	A I
E	EK6. Experience of working in a multi-disciplined organisation/team.	A I
D	EK7. Experience of using and applying appropriate Apprentice Framework/Standards.	A I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Understanding and experience of current working practices in a profitable catering outlet	A I P
E	SC2. Able to prepare and deliver training sessions in the kitchen	A I P
E	SC3. Able to work without close supervision and resolve own work problems using own initiative.	A I
E	SC4. Demonstrate interpersonal skills sufficient to network and develop effective links with external partners.	A I P
E	SC5. Able to demonstrate an ability to work with a diverse range of students and customers.	A I P
E	SC6. Ability to enthuse students to aid retention and achievement.	A I P
E	SC7. Able to work within a target driven environment - meeting gross profit margins	A I P
D	SC8. Experience of giving constructive feedback for students.	A I P
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I

E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I