



Job Description: Catering and Housekeeping Coordinator

Job Title:	Catering Coordinator
Level:	4
Salary/Hourly Rate:	£24,000 + meals when on shift
Term:	fixed term, 31st March 2025 to 31st August 2025 with the possibility of a contract extension depending on booking levels
Hours:	35 hours a week with split shifts, evening shifts on Monday to Friday
Responsible to:	TBC
Accommodation:	Possible options available, please contact us for more information

Role Summary and Accountabilities:

The Catering Coordinator (CC) will be the lead member of staff ensuring that the catering provision at BF Adventure, primarily focused on children's residentials is operating to an extremely high standard in all regards.

The CC as part of their duties will be responsible for planning, purchasing, and preparing food as well as maintaining excellent levels of food hygiene and ensuring excellent customer service.

The role will also be responsible for coordinating Housekeeping for the residential and public accommodation and facilities supporting with these areas when not leading catering delivery.

Job Description:

Planning, preparation, and administration

- Working with the booking coordinator and [Centre Manager] to prepare in advance meals for school residential groups ranging from 20 to 150 people
- Ordering food in advance
- Planning a cleaning schedule for all catering facilities
- Planning to meet groups needs with regards to allergies and intolerances
- Keep up to date menus, the safer food better business (SFBB), policies, rota's, schedules as needed.
- Report to the [Centre Manager] issues, problems, and sticking points.
- Report to the maintenance coordinator things in need of repair, fixing or replacing in a timely fashion.



- Report to the Booking Coordinator differences in catering numbers timely so invoices can be adjusted in good time.

Cooking

- Storing food safely, rotating stock efficiently and being proactive with ordering and stock levels are essential.
- Preparing food hygienically in line with SFBB and food and hygiene level 3 standards
- Be able to cook tasty and attractive meals from a standard recipe for large groups of people.
- Be able to cook to a schedule and serve food in multiple locations.
- Have high standards of personal hygiene.
- Promoting and enforcing standards for good food safety and hygiene across staff and guests
- Promoting recycling, composting and environmentally friendly procedures when it comes to waste food and packaging.
- Be prepared to work split shifts and antisocial hours to meet the demands of the catering needs.

Cleaning

- Ensuring all catering facilities are kept clean during food preparations, before and after use
- Creating and maintaining a schedule of deep cleaning for all catering facilities
- Ensuring all cooking equipment, lates and crockery are cleaning after each use.
- Maintaining cleaning stock levels suitable for catering processes

Customer service

- Have excellent face to face skills with customers including children and group leads and teachers.
- Have excellent customer service and problem-solving skills to be able to touch base with customers prior to arrival to discuss needs and alternative plans such as complex dietary needs.
- Be able to problem solve issues with respect and efficiency during groups stay on site to factor in changing requirements and needs for the group such as a change in group numbers.

Coordination

- To be self-managing and highly organised
- To line manage other catering staff. This includes staff directly focused on kitchen duties and other support staff such as apprentices, instructors and managers assigned to support or to cover sickness.

General duties

During periods where there are no catering groups, the CC should be prepared to:

- Carry out additional cleaning associated with catering operations (such as deep cleaning and stock takes)



- Support with or take lead on cleaning of the site, building and washroom facilities working closely with the booking coordinator.
- Support with grass cutting and other general site work working closely with the maintenance coordinator.
- Support with general activity tasks and maintenance where trained working closely with the [Centre Manager]

Other:

Due to the varied and ever-changing nature of operations at VFC & BFA you may be required to undertake additional roles, responsibilities, and tasks* as necessary to facilitate the smooth running of activities.

*(within your level of experience, training, and capability)



Person Specification

Summary

We are looking for someone who is very organised, able to cook good but simple food following a standard menu who is polite and great with people. The catering provision is small so being able to work alongside someone is key and the willingness to step in and get stuck in with all aspects of the job is important.

Experience

- Catering to groups of people
- Operating as part of a team
- System and process management
- Stock taking and ordering.
- System and process management
- Working with a range of dietary needs

Essential Skills and Qualifications

- Ability to cook simple and tasty meals.
- Level 3 food and hygiene (this can be completed at the start of the contract)
- Moderate level of IT skills
- Excellent people skills
- Team management skills

Desirable Skills and Qualifications

- Activity experience
- Groundwork and maintenance experience
- First aid qualification
- COSHH training
- Manual handling training

BF Adventure is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post will require an enhanced DBS check.