



Kirby Grindalythe
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YO17 8DB

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Vacancy: Catering Manager / Head Cook

An exciting opportunity has arisen to lead an established high quality catering team in this reputable Field Studies Centre. The Catering Manager / Head Cook will require sound culinary and management skills and be responsible for food production and presentation, menu planning, work rotas, costings, staff training and appraisals. This is a superb opportunity for an ambitious, enthusiastic cook/chef with good interpersonal skills to further develop a small department which already enjoys high customer acclaim.

You will find below all the relevant information relating to the post:

1. Job Description and Main Terms of Employment
2. Person Specification

How to Apply

To apply for this post, please send your CV and Covering Letter to chris.cassells@cranedale.com. Your CV and Covering Letter should serve to outline how you meet the requirements of the Person Specification (see below).

The closing date for receipt of your application is: 5pm Friday 4th June 2021

Interviews will take place on Monday 14th June 2021. Short listed applicants will be contacted by telephone and/or email.

As a charity, Cranedale Educational Charitable Trust Ltd endeavours to keep its administrative costs to a minimum and therefore we will only contact you further if we wish to shortlist you for interview. If you have not heard from us by Wednesday 9th June 2021 you should assume that your application has been unsuccessful. If this should be the situation then we sincerely thank you for your interest in our organisation and we wish you every success with your search for employment in the outdoor education sector.



Job Description and Main Terms of employment

Catering Manager / Head Cook

Post tenable: 1st August 2021

Contract: Full time

Salary: £22,500 (gross) p.a.

Employer: Cranedale Educational Charitable Trust Ltd

Based at: The Cranedale Centre, Malton, North Yorkshire, YO17 8DB

Responsible to: The Head of Centre

The Centre

The Cranedale Centre, established in 1983, is an Educational Charitable Trust and exists to promote and advance, through its courses, all education concerning the natural environment and knowledge of the living world. This prestigious Centre is highly respected as a national market leader in fieldwork provision offering high quality courses to students of all ages. It has a long established tradition of valuing staff and providing continuous professional support and training.

The Job

The Catering Manager / Head Cook plays a crucial role in ensuring the success of all residential courses, the quality of the food on the menu is fundamental to repeat bookings as well as happy visiting students and teachers. You will be tasked with creating and cooking hearty menus that are both nutritional and tasty and impress a wide variety of customers from junior pupils to sixth formers and adults. We pride ourselves on customer service, championing locally sourced food and ensuring all special dietary requests are met and to a high standard. The Catering Manager / Head Cook may be required to liaise with the school or parents directly in advance over food allergies to ensure the safety and welfare of visiting students.

The Catering Team

The Catering Manager / Head Cook will be leading a small team of three other cooks and several waiters/waitress staff. He/she will receive a very warm and genuine welcome as we begin a new academic year after being closed due to the coronavirus pandemic.

Hours of Work and Holidays

The Centre runs a variety of field-courses of varying lengths during the week and weekend. The Catering Manager would be required to work weekdays and some weekends. During most of December, January and August there is little or no catering work at all, as we close the Centre to visitors. During 'term time' (periods when we have guests in residence) you are permitted to take a maximum of 10 working days annual leave, all other annual leave must be taken during the official shut down periods of December, January and August.

During the times when we are open and have students in residence, breakfast for up to 70 students would need to be ready and served at 8am. Evening meals run from 6pm - 7:15pm - there are no late shifts. Packed lunches are also made to order in-house on a daily basis.

Key Tasks of the Post

- Plan menus to ensure a sufficiently varied and nutritious diet for carrying out an outdoor education programme, within budget parameters.
- Order provisions, cleaning materials and essential PPE and check items received.
- Manage the Kitchen Staffing Rota to ensure all meals are covered appropriately and cost-effectively.
- Train and supervise new staff when they are working in the kitchen.
- Maintain agreed written policies/procedures for all food handlers for key hygiene and safety controls of the catering operation.
- Manage the catering provisions and cleaning materials budget.
- Be responsible for portion control.
- Delegate and organise the set-up of appropriate tables in the dining room as required.
- Prepare and produce healthy food for a wide variety of clients.
- Manage food allergies/intolerances/other special diets and associated administration in-line with GDPR.
- Organise and supervise food service, with an emphasis on a friendly and helpful approach, having a high regard for customer service.
- Control all hygiene, and health and safety practices and procedures in the kitchen and dining area, adhering to the relevant legislation and maintaining accurate up to date HACCP Food Safety Management Information.
- Co-operate with teaching / supervisory staff over the safe supervision of pupils during mealtimes.
- Secure the kitchen and its surroundings, paying particular attention to the correct and hygienic storage of equipment and foodstuffs.
- Ensure that centre kitchen equipment is maintained, meets any relevant inspection process and service/maintenance records are kept up to date.
- Assist in any general duties necessary for the smooth running of the residential centre. This may include basic maintenance tasks, such as painting and decorating, in the quieter winter season.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Disclosure

The Cranedale Centre Charitable Trust Ltd is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

Personal Responsibilities

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees. All employees have a responsibility of care for their own and others' health and safety.

Pension

The Charity operates an auto enrolment pension for all staff with NEST (National Employment Savings Trust).

Sickness

There is no contractual sickness/injury payments scheme in addition to SSP. Any additional payments which may be made will be at the discretion of the Trustees.

Probationary period

The probationary period operating at the Cranedale Centre lasts for 4 months.

Please find the **Person Specification** below:

PERSON SPECIFICATION

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POST TITLE: Catering Manager / Head Cook

	ESSENTIAL	DESIRABLE
Educational Attainment	<ul style="list-style-type: none"> Accredited recognised Level 3 Food Hygiene Certificate Accredited recognised Level 3 HACCP Certificate Recognised allergy awareness certificate e.g. FSA online course 	<ul style="list-style-type: none"> First Aid Certificate
Work Experience	<ul style="list-style-type: none"> Previous experience of cooking / catering in a busy kitchen Experience of planning healthy menus and ordering catering supplies Experience of controlling hygiene standards and health and safety practices in an industrial kitchen environment Managing staff and work rota's Training and Supervision of catering assistants 	<ul style="list-style-type: none"> Experience as a Head Cook in a commercial kitchen Catering for young people Catering for a range of dietary requirements (e.g. Halal, Vegetarian, Vegan) Catering for allergies and intolerances
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Good verbal, written and organisational skills Knowledge of dietary needs Able to keep accurate records Excellent Customer Relationship skills Allergen/medical diet management experience Basic IT skills 	<ul style="list-style-type: none"> Awareness of COSHH Budget control experience
Disposition	<ul style="list-style-type: none"> Able to work under pressure Able to use initiative Able to work as part of a team Flexible approach to work Committed to the principles of equality and diversity Able to plan & prioritise work and meet deadlines 	

Circumstances	<ul style="list-style-type: none">• Able to work evenings and weekends as required• Enhanced clearance from the Disclosure and Barring Service	