

Post Title: FoodWorks Trainer A4369

Evaluation: 463 points

Grade: N05

Responsible To: FoodWorks Manager

Responsible For: N/A

Job Purpose: Provide both practical food preparation guidance and training to a range of FoodWorks staff and trainees, ensuring a high quality catering service to the service.

Main Duties: The following list is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To support the planning of induction and ongoing training as appropriate to relevant staff.
- 2 To provide the training to FoodWorks staff ensuring high standards are set and maintained.
- 3 Ensure the smooth running of all commercial outlets across a number of sites, including price monitoring, seeking alternative suppliers and ensuring health and safety compliance.
- 4 To assist in the identification of training and support needs for all staff engaged in related food training and personal development courses and modules.
- 5 To implement the correct training procedures, as identified, within the Training Kitchen.
- 6 To organise, support and monitor staff and resources on a day to day basis to ensure that the food preparation and food presentation of products is in accordance with appropriate standards and procedures, accounting for special dietary requirements as required.
- 7 To monitor service areas ensuring appropriate portion control and standards of food servicing are maintained, identifying areas of concern and corrective actions to be implemented, liaising with management as required.
- 8 To organise the designated menu choice to meet demands ensuring the availability of good menu choice throughout the meal periods and achieving appropriate sales mix and variances.
- 9 To supervise and monitor high standards of cleanliness and hygiene in the food preparation areas, by ensuring strict adherence to the provisions of relevant food safety and Health and Safety instructions and by maintain all associated records.

- 10 To support the development of the service to meet the preference and demands of the FoodWorks customers.
- 11 To manage the catering for external functions including taking orders, discussing specific requirements and delivering excellent customer service.
- 12 To be responsible for the ordering of stocks and supplies, effective stock control and maintenance of stock records, minimising waste and ensuring maximum value for money from stock.
- 13 To monitor the taking of payments for goods sold, reconciliation of cash and banking in accordance with financial procedures.
- 14 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 15 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.