



JOB PROFILE

Post Title:	Prison Catering Officer
Directorate:	Safety, Security & Home Affairs Her Majesty's Prison Jamestown
Responsible to:	Deputy Prison Manager
Responsible for:	Risk-assessed Prisoner Catering Assistant
Grade:	Band C

Job Purpose

A great chance to put your catering skills into practice, working within Her Majesty's Prison Jamestown to plan and prepare meals for the entire prison. The quality of food has a real impact on prison morale and you will use your skills to create quality, nutritional meals every day. By supervising prisoners who are keen to learn a skill, you will have an impact far beyond the kitchen by helping them earn a qualification for future employment.

Main Duties and Responsibilities

1. Responsible for ensuring the provision of meals for prisoners and for the quality and quantity of meals served
2. Create menus, incorporating any special requirements and provide meal descriptions for prisoners
3. Check receipt of deliveries, stores and stock control
4. Responsible for monitoring a safe working environment e.g. requesting repairs to kitchen equipment, on-going testing and reporting operating faults
5. Responsible for compliance with all Food Safety Management systems and Hygiene Assessments within the kitchen and associated areas.
6. Undertaking Risk Assessments and responding to hazards as and when appropriate
7. Responsible for costing the menu requirements and delegated management of the catering budget including the provision of cultural, health nutrition and special dietary needs
8. Act as point of contact for all catering related matters, for example to the Prison Visiting Committee (PVC), Environmental Health and Dietitians.
9. Responsible for estimating, ordering and managing resources (generally food and ingredients) to deliver the catering requirements of the prison. Ensure effective utilisation of those resources and to maximise the reduction of waste



JOB PROFILE

10. Responsible for maintenance of security, standards in the kitchen area in line with prison Security Strategies.
11. Responsible for prisoner workforce in the kitchen, ensure that they are appropriately inducted, trained, supervised and paid and complete all documentation relating to prisoners where required
12. Contribution towards the development of policy, procedures and practice for catering
13. Responsible for the collection, collation, analysis and acting on data concerning the catering function including feedback on the choice and quality of food provided and weekly individual menu choices
14. Contributes to prisoner Sentence Planning Boards (SMBs), reporting on prisoner behaviour and progress in relation to their kitchen role and qualifications
15. Responsible for answering correspondence, complaints and requests regarding food and catering provision
16. Responsible for carrying out kitchen inspections, audit preparation and documentation for audit purposes

Special Conditions

There are a number of special conditions associated with this role, as follows:

1. This role entails working within the prison environment which is specialist and can be challenging
2. Delegated authority to manage the prison catering budget Circa £40,000 per annum
3. Supervision of risk assessed prisoner/s in the Kitchen
4. Facilitates delivery of food, catering and hygiene qualifications to prisoners
5. Unsocial hours – this post includes weekend and bank holiday working

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



JOB PROFILE

Core Competency Framework

Competency	Level
Professional Development: <ul style="list-style-type: none"> Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status 	iii
Planning & Delivery of Work: <ul style="list-style-type: none"> Plans and organizes work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance 	iii
Analysis and use of Information: <ul style="list-style-type: none"> Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems. 	ii
Decision Making: <ul style="list-style-type: none"> Solves problems that have significant short-term implications for the directorate and assesses the impact of decisions made. Decisions are formed based on trends, patterns and causes rather than just symptoms and is evidence based and made in compliance with policy guidelines. 	iii
Working with Others: <ul style="list-style-type: none"> Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements. 	ii
Communication: <ul style="list-style-type: none"> Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs 	iii
Influencing and Persuading: <ul style="list-style-type: none"> Encourages, provides and is receptive to constructive feedback to improve performance of self and team. Remains constructive when disagreeing or challenging and ensures alternative approaches to work are effective in meeting the organisation and individual needs. 	iii
Dealing with Change: <ul style="list-style-type: none"> Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others. 	ii
Continuous Improvement: <ul style="list-style-type: none"> Willing to learn and develop in job role 	i
Managing Resources: <ul style="list-style-type: none"> Gains respect and credibility from team members through effective delegation, coaching and development. 	iv



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Functional Skills Level 1 in Numeracy and Literacy (equivalent to GCSE Grade D-G)	E	✓	
Food Safety Level 3 or higher or willing to complete within two months of start date	E	✓	
Knowledge & Experience:			
Food Hygiene and Safety knowledge	E	✓	
Considerable experience in cooking/catering for multiple people	E	✓	
Experience of instructing or teaching	D		✓
Skills and Abilities:			
Statistical analysis of food orders, quantities, volumes and waste	E		✓
Able to produce accurate and clear written communication	E		✓
Good interpersonal skills	E		✓
Maintain confidentiality	E		✓
Ability to plan ahead and prioritise workloads to meet deadlines, with good organisational skills	E		✓
Good stock control skills	E		✓
Ability to work without direct supervision and use judgement to make relevant decisions	E		✓
Other:			
Is able to work with prisoners to teach them theory and practical catering, food hygiene and safety skills	E		
Willingness to work flexibly including weekend and bank holiday working	E		
Understands that working in the prison environment can be challenging and demanding	E		
Ensures they work in a safe and secure way, maintain the security of the prison	E		
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		✓
Contribute to a positive working environment ensuring	E		✓



PERSON SPECIFICATION

commitment to equality and diversity.			
---------------------------------------	--	--	--

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.