



JOB DESCRIPTION - CATERING & EVENTS LEAD

LOCATION: Based at BSK, hybrid working will be considered
HOURS: Full Time 35 hours
CONTRACT: Permanent
REPORTS TO: CEO

At BSK, we provide life-changing opportunities through structured education, training, and employment for people with learning disabilities and/or autistic people. This is an exciting opportunity for a passionate person to help us expand our mission, secure sustainable traded income, and continue our impact.

Vision & Purpose

Our Vision – An inclusive workforce where people with learning disabilities and/or autistic people can thrive

Our Purpose – To educate, train and employ people with learning disabilities and/or autistic people, and promote an inclusive workforce and community

1. JOB PURPOSE

To plan, develop and manage BSK's catering and events services, while meeting customer expectations, quality and food safety standards, and financial targets.

To work with a team of Chefs, Training Mentors, volunteers and crew ensuring appropriate technical training and instruction to support in the planning, implementation and monitoring of the catering services.

To support the training, welfare, and personal independence of crew in a variety of settings.

2. PRINCIPAL ACCOUNTABILITIES

- Managing the food and beverage provision for BSK catering outlets, corporate catering, functions and events;
- Planning and developing menus and seasonal ranges in consultation with chefs;
- Ensuring HACCP is in place and followed at all times with responsibility for food safety, allergens, cleaning processes and risk assessments for events;
- Working daily with people with learning disabilities and/or autistic people, ensuring the crew are provided with valuable learning experiences and are given support and encouragement;
- Ensuring the Kitchens and Catering Workshop are positive working environments and leading by example;
- Chef duties once a week and holiday cover plus for events
- Overseeing catering and events projects from the initial client requirement phase to the final stages of production and distribution;
- Managing the delivery of large scale events including weddings
- Gathering client requirements;



- Checking the accuracy and viability of the product specification;
- Managing suppliers and stock levels;
- Pricing orders and menus;
- Forecasting traded income;
- Monitoring and maintaining the quality of the order and quality checking all orders;
- Ensuring deadlines are met;
- Improving processes and cost-efficiency;
- Participation in business development activities;
- Working to budget targets;
- Complying with health and safety standards and workplace legislation;
- Maintaining the safety of catering equipment and arranging maintenance;
- Maintain a professional learning environment ensuring standards of health and safety, tidiness, cleanliness, and general care are preserved; and
- Attending management, team and staff meetings. Attending training opportunities to enhance professional development. Be fully versed in Academy policy and best practice.

This is not an exhaustive list of accountabilities and the postholder will be expected to be flexible and adaptive to the needs of the business.

3. KNOWLEDGE AND SKILLS

Experience	<ul style="list-style-type: none"> • Extensive experience as a Head Chef and/or Catering business owner (minimum 5 years); • Events management experience • Knowledge and experience of implementing and monitoring HACCP procedures; • Experience of working in a busy environment is essential; • Experience of managing a team is essential • Experience working with people with learning disabilities and/or autism is desirable; • Experience of mentoring others is desirable; and • Experience working positively as part of a large and diverse team is essential.
Qualifications	<ul style="list-style-type: none"> • Chef or Culinary Arts qualification; • Numeracy/literacy skills to a minimum of level 2 standard; • Appropriate Safeguarding, First Aid and Fire training (or be willing to work towards achieving this in the first 12 months) and; • HACCP Certification. • Must have full clean driving licence and be willing to drive a small van
Skills & Knowledge	<ul style="list-style-type: none"> • Strong organisational and time management skills; • Good business and commercial acumen and budget management skills; • Proficient use of ICT including MS products to enable effective communication and operational processes; • Ability to relate well to adults with learning disabilities and/or autism;



EST. 2016

BERESFORD

STREET KITCHEN

	<ul style="list-style-type: none">• Work constructively as part of a team, understanding BSK roles and responsibilities and your own position within these; and• The ability to communicate at all levels while exercising a high degree of confidentiality is essential.
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