



## **JOB SPECIFICATION: Working as a Caterer on ATE Superweeks**

**Qualifications:** minimum Food Hygiene Level 2 plus experience of catering in school, restaurant, pub etc

**Line Manager:** The Director

**Pay:** Varies according to experience

**Hours:** We assume that, on average, you will work: 64 hours per Superweek [8 hours a day for a period of 8 days].

Your pay will be transferred directly into your bank account from the ATE Office on Saturdays. Thus, if your Superweek runs from Wednesday to Wednesday you will receive the first payment, during the Superweek, for Wednesday to Saturday. The second payment will be made on the following Saturday for the period Sunday to Wednesday.

### **Background to the organisation**

Active Training and Education (ATE) is a charitable organisation that delivers residential camps for children across the UK and beyond. Our summer camps (called Superweeks) are delivered by highly trained, skilled and creative teams of volunteers. The charity also delivers events and training to schools, educators, and other childhood and educational organisations. All our activities are administered through a central office located in Malvern, Worcestershire. The central office is the hub for communications with our customers and staff. For further information about ATE please read our website at [www.superweeks.co.uk](http://www.superweeks.co.uk).

### **Job Purpose**

There is a pastoral team of staff working directly with the children and running the programme of activities, and a domestic team made up of Caterer, Matron and several General Assistants.

The Caterer is the lead member of the team responsible for providing a balanced diet for the whole community on the Superweek. S/he works in collaboration with the Matron who is responsible for health. The Matron and Caterer are supported by a team of General Assistants who fulfil a combination of catering and cleaning roles.

### **Roles and Responsibilities**

The Caterer is responsible for:

- Planning menus for the week in line with ATE food guidelines
- Sorting out orders, liaising with suppliers, seeing that the food is bought, etc.
- Cooking all meals (or occasionally supervising other staff doing so)
- Supervising General Assistants working in the dining room and wash-up areas



- Ensuring that all food is stored and prepared in accordance with Food Safety regulations
- Ensuring the kitchen and dining room are kept in a hygienic state
- Clearing the kitchen surfaces, pots and pans after a meal

**Quality:** We aim to provide good quality institutional catering and to make sure there is plenty of food for everyone. See **ATE Healthy Eating Guidelines for Caterers**

**Special Diets / Dietary Requirements:** It is almost certain that a vegetarian and vegan option will be needed for all meals, and it is increasingly necessary to cater for people with special dietary needs (e.g. allergies, coeliac disease, etc.). You will be told in advance of the week about any such dietary requirements and we can provide help and advice if needed. *Please note, we are aware that special diets can be expensive and the budget has been increased in recognition of this.*

**Budget:** You will be asked to work to an budget. This will be generous enough to ensure everyone can be properly fed, but will also require the ability to get good value for money, use things up, etc. If you have any concerns about this, you should feel free to discuss them with the Director.

**Arranging the purchasing / delivery of food:** The Finance Officer will inform you of the budget for the Superweek and arrange a monitory advance to your nominated bank account.

## About your time with us

### Arrival

The Director of your Superweek will contact you by phone or email to make arrangements for your arrival before the Superweek starts. It is important for you to arrive at the centre 24 hours before the Superweek starts to enable you to get your bearings, to get to know your work space, help make any preparations necessary for the start of the Superweek and to get to know the other staff before the children arrive. If you have placed your order with a local supermarket you will need to arrive in time to receive, check and unpack this order.

### Bed & Board

Full bed and board is included. We expect you to be resident for the whole period of the Superweek, and will provide a bedroom plus adequate facilities for washing and storing clothes etc.

### Out of work hours

You are welcome to get involved in the life of the Superweek outside of your working hours, and to get to know the children and Monitor team, take part in activities etc. Many find the experience of living in a happy holiday community among an enthusiastic group of young people and spending time in a lovely country setting, to be both stimulating and enjoyable, and a number ask to train as Monitors in the future, whilst others return year after year and regard their connection with ATE and its Superweeks as an important part of their lives.



### **Daily working hours**

There will clearly be some variation in the average hours worked day to day and work may take longer at the start while a routine is being developed and less time towards the end. ATE is not able to pay 'overtime' for hours in excess of hours contracted, so it is important that you plan your workload accordingly.

### **Travel expenses**

All reasonable travel expenses (i.e. by the cheapest reasonable route) including mileage during the week on ATE business, will be refunded and will normally be paid to you by the Director of your Superweek. If this does not happen for any reason then you should send evidence of travel costs (train tickets, etc.) to the ATE office when you return home and a refund will be made into your bank account. For overseas applicants, please note we can only refund travel expenses from the point of entry into the UK to the Superweek/s worked. All travel expenses from your home to the UK point of entry; flights, ferry and Eurostar tickets etc. will be at your own expense.

## **Further Information**

### **Before the Superweek**

You will need to read the Healthy Eating Guidelines and prepare a draft menu for the week. Based on your menu you will need to place a large order (or shop) at a local Supermarket to be delivered the evening before the Superweek starts -but after your arrival time. You may also visit a Cash and Carry (Bookers, Costco etc.) You will have received an advance to pay for this from the ATE Finance Officer.

It will help you to know what you need by way of aluminium foil, cling film, baking parchment, J-cloths and scourers etc. if you call the office to find out what they are able to provide. The office may also have other food stuffs in store which they will send out to you and this will reduce your overall spend, so do email [info@ate.org.uk](mailto:info@ate.org.uk) to enquire.

### **Prior to the arrival of the children**

**The Caterer will meet with the Director.** The following will be covered:

- times of meals
- methods of service to be used, and other points about organisation of the dining room
- how morning and afternoon squash/snack is to be organised
- how far the Director wants to be consulted about menus and any other points on menu
- a check that you understand the Food Budget and have a way of checking how much is being spent as the Superweek proceeds
- how food shopping is to be done and any problems in communicating with suppliers



- where the director can be found if you want her/him
- kitchen fire precautions, and any other Health and Safety issues
- kitchen First Aid arrangements
- any diets, birthdays, days out (packed lunches) etc., or anything else that will affect you as caterer

**The Caterer and the Matron will have a joint meeting with the Director.** The following will be covered:

- How many staff will the Matron need for cleaning, and for how long?
- How many staff will the Caterer need in the kitchen and for how long?
- How will GAs be organised to lay tables, wash up and serve up food?
- When will domestic staff eat? Before or after the children? How will this be organised?
- How can a rota be worked out so that no-one feels they have the worst jobs every day?
- How is time off to be organised?
- Procedure if at any time either Matron or Caterer feels the system is not working
- Any other points either wishes to make about the area where their responsibilities meet

### **During the Superweek**

- The Director will usually send someone in to check that you are ready before sending children in to a meal.
- It is good practice to meet daily with the GAs and Matron for a coffee break or similar so that there is a regular time when the whole team get together. If the Director is able to drop into this regular session it is an ideal time to check that all is going well with food quantities and the menu.
- Check on the dining room during meal times to ensure all is running smoothly
- Matron usually eats in the dining room at the same time as the children. S/he is a good source of information about the children on special diets and those who are fussy eaters. Always check that they are getting enough to eat.
- Daily check in with the Director about the catering – this could be at the above 'coffee break' but it could be a quick word at a meal time
- Monitor the quantities of food left over at meal times and how this is being managed. Minimise waste and use leftovers up where possible. (Monitor's may like to eat some of the left over food at their evening meetings)
- Keep a tight control on stock making sure that you do not over order. However, it is important not to run out before the children leave so some left over items are inevitable.
- Keep a track of receipts and of how much has been spent, how much remains. If there is an issue, speak to the Director at an early stage so that this can be discussed.

### **Towards the end of the Superweek**



- Check how many packed lunches will be needed for travel day and purchase drinks etc. accordingly
- Use up as much of the food as possible
- If there is another Superweek coming in to the centre straight after your week, leave the unused food tidily on the shelves so that it is easy for the incoming caterer to know what you have left for them.
- If there is no Superweek coming in straight after you, all usable food will need to be packed carefully and returned to the ATE office. Please do not send any fresh/chilled or frozen food to the office as there is nowhere to store it. Food that cannot be sent back to the office or left for the next Superweek should be offered to the staff clearing up – students (GAs) often appreciate some left overs! Alternatively the remaining food should be disposed of.

**And finally...**

- Give all receipts to the Director to be returned to the office
- Pay any remaining funds back to ATE

If you notice anything that has been left off these notes, please let the office know so that we can add it for future occasions.