

## APPLICANT PACK

### Catering Officer

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

#### Job Description

| <b>Job Purpose</b>  |   |
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| <p>The post holder will provide support to the Catering Manager in the effective delivery of catering provision to the establishment and effectively manage and develop prisoners within the Catering Department. The post holder will work with and supervise prisoners within the kitchen and server areas. In addition the post holder will support prisoners gain nationally recognised qualifications aimed at improving their employment prospects on release.</p> <p>As this is an operational role the successful candidate will be required to attend the 6 week Operational Foundation Programme (OFP) prior to taking up post in the establishment. The next OFP is scheduled for January 2020 at HMP Grampian. Full travel and subsistence will be provided during the 6 weeks. On the successful completion of the OFP the candidate will take up post at HMP Edinburgh.</p> |   |
| <b>Key Responsibilities</b>   |   |
| 1   | Plan, operate and control the production service of prisoner meals that meet specific dietary and cultural requirements and ensure these are prepared and supplied timeously to the highest standard.   |
| 2   | Be responsible for the standards of cleanliness and hygiene of premises and equipment and maintain security of all aspects of the Catering Department, e.g. freezers, knives, prisoner movements, etc.  |
| 3   | Assist in the on-going supervision, catering training and assessment of all prisoners working within the Catering Department, ensuring accurate records are maintained and that the Prison Records System (PR2) is updated appropriately  |
| 4   | Ensure all maintenance of fabric, machinery and equipment is carried out in accordance with regulations and carry out temperature checks when required, e.g. fridges, freezers, hotplates, hot and ambient and chilled foods.   |
| 5   | Compliance of health and safety regulations by all staff and prisoners by carrying out daily inspections as well as ensuring good order and discipline of prisoners is maintained. This includes carrying out and recording all aspects of Hazard Analysis and Critical Control Points (HACCP) procedures in conjunction with the SPS Food Safety Manual. |

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| 6 | Ensure with SPS staff and develop internal and external catering contacts. |
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## Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

| Criteria  | Essential/Desirable? | When assessed?           |
|---|----------------------|--------------------------|
| <b>Qualifications</b>   |                      |                          |
| SVQ Level 2 in Food Preparation and Cooking or equivalent or willing to achieve within 2 years of taking up appointment.  | Essential            | Application              |
| Royal Environmental Health Institute of Scotland (REHIS) Intermediate Food Hygiene Certificate/willing to achieve within 12 months of taking up appointment                 | Essential            | Application              |
| <b>Experience</b>   |                      |                          |
| <b>Catering Experience</b><br><br>Experience of working in a commercial kitchen providing first class customer service.   | Essential            | Application<br>Interview |
| <b>Safe Working Practices</b><br><br>Practical application of food preparation and cooking in line with Food Safety, Health and Safety, and Health and Hygiene Legislation. | Essential            | Application<br>Interview |
| <b>Developing Others</b><br><br>Experience of developing and supporting others  | Essential            | Interview                |
| <b>Knowledge &amp; Skills</b>   |                      |                          |
| <b>Influencing the behaviour of others</b>  | Essential            | Interview                |

|  |           |                               |
|--|-----------|-------------------------------|
| Evidence of your ability to confidently and positively influence and where necessary challenge the behaviors of others   |           |                               |
| <b>Planning</b><br>Self-motivated and proactive with the ability to manage competing priorities  | Essential | Written Exercise              |
| <b>Working with Others</b><br>Ability to work individually and as part of a team and demonstrate strong leadership skills as well as an ability to build and maintain effective working relationships. | Essential | Interview                     |
| <b>Communication Skills</b><br>Excellent written and oral communication skills.  | Essential | Written Exercise<br>Interview |
| <b>Numeracy &amp; literacy skills</b><br>Basic level of numeracy and literacy skills in order to comprehend and clearly articulate information.  | Essential | Psychometric Testing          |
| <b>Fitness</b><br>Appropriate level of physical fitness to operate safely and effectively in the role.   | Essential | Fitness Test                  |

| Competency / Assessment Method | Stage 1     | Stage 2       |                  | Stage 3   |              |
|--------------------------------|-------------|---------------|------------------|-----------|--------------|
|                                | Application | Ability Tests | Written Exercise | Interview | Fitness Test |
| Qualifications                 | ✓           |               |                  |           |              |
| Catering Experience            | ✓           |               |                  | ✓         |              |
| Safe Working Practices         | ✓           |               |                  | ✓         |              |
| Developing Others              | ✓           |               |                  | ✓         |              |

|                                      |  |   |   |   |   |
|--------------------------------------|--|---|---|---|---|
| Influencing the behaviours of others |  |   |   | ✓ |   |
| Planning                             |  |   | ✓ |   |   |
| Working with Others                  |  |   |   | ✓ |   |
| Communication Skills                 |  |   | ✓ | ✓ |   |
| Cognitive Ability                    |  | ✓ |   |   |   |
| Fitness                              |  |   |   |   | ✓ |

## Selection Process Key Dates

|  |                 |             |       |
|--|-----------------|-------------|-------|
| <b>Vacancy Closes for Applications</b>   | 28 October 2019 | <b>Time</b> | 23.55 |
| <b>Cognitive Ability Tests ( online)</b> | 05/11/19        |             |       |
| <b>Written Exercise</b>                  | 13/11/19        |             |       |
| <b>Interview</b>                         | 13/11/19        |             |       |

\*please note interview dates are subject to change.

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Madeleine Wood, HR Administrator** by email at: [Madeleine.Wood@sps.pnn.gov.uk](mailto:Madeleine.Wood@sps.pnn.gov.uk) or by telephone on: **0131 444 3010** to allow reasonable adjustments to be made to assist you.

