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**JOB TITLE: Catering Officer**

**The Organisation**

Springboard is a registered charity which aims to support the development of sustainable communities, where people have the skills they need for work and life.

With over 40 years of leadership in the sector the organisation provides a wide range of training and community development programmes across the north east of England. Springboard currently has a full time staff complement of more than 80 and operates a wide range of employee development opportunities.

Springboard is an Investor in People, holds the Matrix Award for IAG and is a Disability Confident Employer.

**Position Summary**

Catering Officer will be responsible for the provision of meals to residential groups attending Springboards Allenheads Lodge Activity Centre in Northumberland

The post holder will be part of the Springboard Adventure Team.

**Conditions of Employment**

Position: Catering Officer

Responsible to: Supervisor – Springboard Adventure

Salary range: National Minimum wage

Hours: Ad hoc

Contract Term: Non temporary

Location: Allenheads, Northumberland

All posts will be subject to DBS check. A copy of our Ex Offender recruitment policy and Equal Opportunities policy will be included in the recruitment pack.

The following list of duties and responsibilities must be taken as a guide and is not intended to be comprehensive.

**Key responsibilities and accountabilities**

Experience in this area is essential and a food hygiene certificate is required (we can offer the successful person a food hygiene certificate if required)

* Confident in the preparation of food to 20+ individuals
* Ability to work alongside Activity Instructors and Group Leaders
* Knowledge of current food allergy guidelines
* Knowledge of current food hygiene requirements
* Flexible approach to early starts, late finishes
* Ensure the operation of efficient and safe environments and perform with due regard for the health, safety and welfare of all within the guidelines of Springboard's Health and Safety Policy
* Promote and support equality and diversity through the charity’s Equal Opportunities Policy

**PERSON SPECIFICATION**

**Essential**

* Food Hygiene Certificate or willingness to complete
* Ability to meet flexible working hours
* Travel Independently to meet the needs of the post