



- Job Title:** Catering Lead (Job share possible)
- Salary:** £12.34 - £13.10 Band B (points 9-12) on the BLGC salary bandings
- Location:** Infinity, BL1 4AG (Bolton Town Centre)
- Reports to:** Facilities Co-ordinator
- Contract:** Permanent
- Hours:** 28 hours week, Monday – Friday. Typically between 12 am – 7pm
Job share possible for example lunchtimes and evenings

The Charity

Bolton Lads and Girls Club (BLGC) is a community-based charity driven by a mission to ensure that every child and young person in Bolton has ‘the best possible start in life, so that they have every chance to achieve their aspirations, succeed and be happy’ (Bolton Vision 2030). BLGC provides innovative and accessible services, to enable children and young people to do what they want, where they want, in an inclusive and integrated environment.

We support children and young people and families, especially those from disadvantaged backgrounds, to live happier, healthier and safer lives. Each year we support around 4,000 individuals through our services across Bolton and the surrounding area, and through our outreach in schools and community settings.

Our offer includes: A Universal Youth Provision providing diverse youth club activities, sports, multi-media, social interaction and arts; a Targeted Youth Service providing critical support to some of our most vulnerable children and young people and families in the community; a Football facility that provides fundamental football skills and emphasises the importance of inclusivity and teamwork; an Education provision providing an alternative curriculum for children and young people who benefit from creative and practical approaches to learning in a supportive and nurturing environment.

BLGC Enriching Young Lives

Infinity 18 Spa Road Bolton BL1 4AG
01204 540100 | info@blgc.co.uk | blgc.co.uk

Registered Charity No: 1051292



In 2024 BLGC become a certified Great Place to work

Our Vision and Mission

Vision

Every young person in Bolton has the opportunity to be the best they can be.

Mission

We will provide great places to go, positive things to do, and people that care.

Our Key Principles

- Keep things simple.
- Always do the right thing.
- Offer excellent customer service.
- Provide an environment for people to be the best they can be.
- Be exceptional in the moments that matter.

Our Values

Driven

We don't give up and we do whatever it takes. difference.

Empowering

We enable people to be the best they can be.

Fun

If you enjoy what you do, you do it better! Work is serious and we do it with a smile on our face.

Caring

Genuine people who care make the

Excellence

We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

About the role

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To undertake the preparation, cooking and service of great nutritious ‘family’ meals for our members, working flexibly across various sections of our offer, including our Education Team, evening youth sessions, our SEND Connect Club, and various school holiday provisions.

To effectively oversee the day-to-day running, cleanliness and supervision of the catering facility at BLGC to a high standard in line with environmental health requirements.

Duties and Responsibilities

- Preparation, cooking and service of nutritious home cooked meals
- Planning menus that are nutritious, affordable and appropriate for different dietary requirements and ethnic/cultural/personal tastes
- Provide a customer focused service, which is both courteous and responsive to the needs of the children and young people
- Ensure choices are displayed, including choices and relevant dietary information.
- Sourcing and ordering of stock (in line with financial regulations), checking quantity and quality of stock received, following up on any deficiencies with suppliers, create stock control procedures and ensure they are adequate and kept up to date.
- Always maintain a high standard of cleanliness ensuring compliance with food hygiene and COSHH regulations at all times
- Ensure compliance with food hygiene regulations, including ensuring that appropriate clothing is always worn and that a high standard of personal hygiene is maintained by yourself and all others using or working in the kitchen
- Ensure detailed records are kept in the Safer Food Better Business book and diary entries.
- Ensure all kitchen equipment is regularly checked and any faults/repairs required are reported to the Facilities Co-ordinator
- Ensure food is stored correctly and at correct temperatures
- Recording of all high-risk food temperatures on delivery and prior to service, if applicable
- Operating the tills system and cashing up the tills accurately and ensuring the correct financial administration is carried out in line with financial procedures.
- Implement and follow a regular schedule of cleaning of all work surfaces, storerooms and ancillary areas, as well as a deep cleaning schedule
- Manage the tuck shop, ensuring appropriate stock rotation.
- Participate in staff meetings, staff training and staff supervision and appraisal
- To understand and adhere to BLGC policies and procedures at all times.
- To work flexibly to ensure the needs of young people are met, including children and young people who come from disadvantaged backgrounds and those with disabilities or additional needs.
- To encourage and maintain positive behaviour during sessions.
- To promote and safeguard the welfare of children and young people at all times.

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- To report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- To understand and adhere to BLGC policies and procedures at all times with particular emphasis on equal opportunities, health and safety and safeguarding.
- To undertake any other work requested by your line manager.

Person Specification

Selection Criteria A=Application / I=Interview	Essential ✓	Desirable ✓	Method of Assessment ✓
Qualifications			
Food Safety and Hygiene Level 2	✓		A
Food Allergen Awareness	✓		A/I
NVQ Level 3 Catering or other Chef/Catering qualification		✓	A/I
Food Hygiene and Safety in Catering Level 3		✓	A
Skills and Experience			
Experience of working in a catering environment as cook or chef	✓		A
Experience dealing with customers including children and young people	✓		A/I
Experience planning and costing a menu	✓		A/I
Experience of cash handling		✓	A/I
Experience of stock control and ordering	✓		A/I
Experience planning and providing healthy meals including nutritional information	✓		I
Experience of supervising a catering provision		✓	I
Knowledge			
A wide-ranging repertoire of meals for young people	✓		A/I
A basic understanding of nutrition		✓	A/I
Food hygiene and safety requirements and compliance	✓		A/I
COSHH		✓	A/I
Personal Qualities			
Creative, positive and enthusiastic	✓		I
A team player	✓		I
Good planning and organisational skills and flexibility to adapt to circumstances	✓		I

In addition, we will need the following:

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- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application for the selection process.
- In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS.

Why join Team BLGC?

BLGC is a great place to work, we work hard, but we have fun! We change and save the lives of thousands upon thousands of children, young people and families. In addition, we also offer the following:

- Flexible working opportunities
- Generous leave benefits
- Contributory pension scheme
- On site gym
- Birthday leave
- Enhanced Compassionate Leave
- Enhanced Maternity Pay

In 2024 Great Place To Work® recognised Bolton Lads and Girls Club on the following Best Workplaces Lists.



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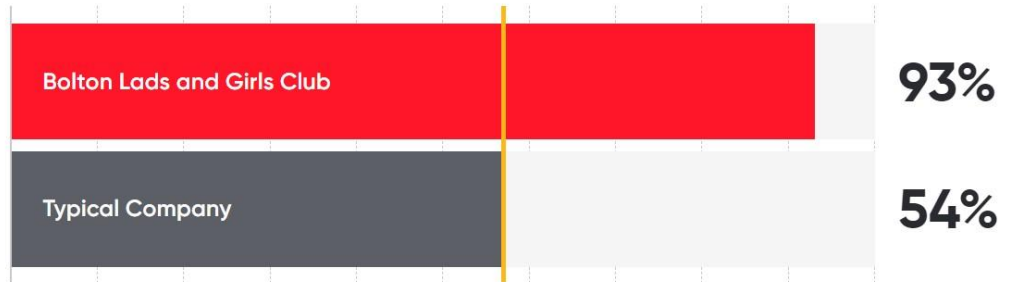
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Company Culture at Bolton Lads and Girls Club

The employee experience below at Bolton Lads and Girls Club, compared to a typical company.

93% of employees at **Bolton Lads and Girls Club** say it is a great place to work*, compared to **54%** of employees at a typical **UK based company**.



*Responses to the statement "Taking everything into account, I would say this is a great place to work." vs. a typical UK company.