**Role and Person Specification**

**Scran Academy**

**Catering Manager (21 hours per week)**

**About Scran:**

The heart of our mission is to support young people to succeed in the classroom, workplace and wider life through developing employability and life skills.

Scran Academy is a dynamic, agile and fast-growing catering business with a difference! We are a social enterprise that aims to improve the confidence and employability of Edinburgh’s most vulnerable young people. We train and empower young people to run a food business, by providing catering for corporate work, meetings, private events and special occasions!

Scran launched in August 2017, and since then we have grown, developed and raised our profile through committed partners and volunteers. We are collaboration of industry and education working together to run a business that drives social outcomes.

**Role Purpose:**

To be responsible for all catering operations of Scran.

**Main elements of role:**

* Head up the Scran kitchen and catering orders in order to maintain a successful food social enterprise
* Develop a ‘menu’ of food gifts that can be sold at events and online, including running our Christmas Hamper campaign
* Run our external service events, such as canapé events, outside catering and pop up meal nights.
* Be willing to work with young people, volunteers and supporters who regularly visit and engage, alongside our youth work staff
* Act as main point of contact for taking orders and alongside our CEO promote to new customers and clients
* Oversee the ordering of supplies and effectively manage our stock storage
* Help develop opportunities to connect with the catering industry that can lead to corporate support, training or traineeships for young people
* With the CEO and others, help lead the hiring, training, supervising and motivating of other temporary staff and volunteers as we expand
* Ensure that health and safety regulations are observed and recorded as needed
* Work with CEO on budgets and maintaining financial records as needed
* Support to develop and delivery our annual plan and growth strategy

**Person Characteristics and Values:**

* Someone who loves what they do!
* Has creative vision and ideas to make ideas happen in order to grow a social business
* Possess initiative, a can-do attitude and self-motivation - a true self- starter
* Is a great communicator and is confident with different types of people
* Be able to plan, manage and prioritise own workload and to work flexibly.

**Key skills:**

* Ability to lead a team to make delicious and awesome food and drink!
* Able to work innovatively, enthusiastically and deliver results
* Excellent communication skills with a range of stakeholders
* Excellent creativity and ‘ideas’ skills
* Ability to work in a fast-paced environment, meet tight deadlines and deliver great service in a positive and relaxed atmosphere
* Good organisational skills including time and resource management
* Able to work and lead on your own initiative and not only in a team
* Driving license

**Qualifications:**

* Anything from the University of Life to Michelin Star!
* Appropriate catering accreditation including health and safety and compliance training
* REHIS certification and PVG safeguarding scheme check will be required
* The post will be subject to PVG scheme checks.

**Career and experience to date:**

* Direct experience of working in catering and/or hospitality
* Understanding of the importance of employability to young people facing some big challenges (and opportunities) in their lives
* Worked in dynamic, fast paced or start-up environments.

**Key areas of knowledge:**

* Knowledge of food and hygiene regulations and compliance
* Knowledge of food handling and storage
* Ability to create, advocate and manage basic catering budgets
* Standard computer skills such as word, excel and emails
* Basic understanding of social enterprise and what makes us different
* How to work with and inspire young people
* Willing to develop skills and undertake any relevant training.

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Check out @ScranAcademy on Twitter, Facebook and Instagram to see what we do or visit www.scranacademy.co.uk