

## **The 2009 Awards Criteria for Cambridgeshire Catering and Cleaning Service**

We know that all our staff are a great asset to the business and that is why we want to say Thank You and recognise the success and achievements of everyone in the 10 out of 10 campaign and all other areas of our business. However the qualifying period will be the school year from September 2008 to July 2009. The closing date for entries will be 17<sup>th</sup> July 2009. The judging will be completed by 28<sup>th</sup> August 2009 and presentation of the awards will take place during September 2009.

### **The 10 out of 10 Award (4 awards – one for each contract area)**

*Open to all Primary Schools*

The judging criteria will include: what was done; the results that were achieved and this will not just relate to meal numbers; the PR that was gained for the service; testimonials from schools; the educational benefits for children; and the lasting benefit to the school.

Nominations will be welcomed from schools, catering staff including Contract Managers and may be supported by testimonials from both pupils and teachers. The nomination should be on the attached Nomination Form and can include other pieces of supporting material such as letters, news articles, photographs and testimonials, if appropriate.

*Judging Panel: - Operations Manager, Megan Shale, Pauline Henton and Mary Bliszczyk*

### **Primary school Caterer of the Year and Secondary School Caterer of the Year (2 awards)**

*Open to anyone employed as a Caterer in any CCS School.*

This will be given to an individual that is enthusiastic about everything they do and set a real and positive example to their staff and others. It will be awarded to someone that has come up with innovative ideas to increase meal numbers and then put their plan into practice. It will involve food but may not just be about cooking lunches. It could support work in the classroom, developing new services or encouraging pupils to try new and different foods.

Nominations will be welcomed from headteachers, catering staff including Contract Managers and can be supported by testimonials from both teachers and pupils. The nomination should be on the attached Nomination Form and can include other pieces of supporting material such as letters, news articles, photographs and testimonials, if appropriate.

*Judging Panel: - Operations Manager, Megan Shale and Mary Bliszczyk*

### **School Catering Team of the Year (1 award)**

*Open to any team of catering staff working in a Primary or Secondary School or Hospitality Service location.*

This award will be given to the catering team that have clearly demonstrated how well they work together and share out the jobs effectively. They should be able to show a clear plan of action with details of what has been done, who did it and by when. Then they must demonstrate how well they kept to their plan and if changes were made why they were done. Finally they will have to show the results of their teamwork and this is not just about meal numbers or sales, but how well they interact with their customers.

Nominations will be welcomed from schools, customers, catering staff including Contract Managers and may be supported by testimonials from both pupils and parents. The nomination should be on the attached Nomination Form and can include other pieces of

supporting material such as letters, news articles, photographs and testimonials, if appropriate.

*Judging Panel: - Operations Manager, Megan Shale and Jurri Christiaans*

### **School Employee of the Year**

*Open to any member of School Catering staff.*

This will be given to a person that is reliable and has demonstrated their loyalty and commitment to their job. This may be because of their adaptability, the support they give to others and the ideas they come up with. They should always be enthusiastic and demonstrate a can do attitude.

Nominations will be welcomed from schools, customers, catering staff including Contract Managers and may be supported by testimonials from both pupils and parents. The nomination should be on the attached Nomination Form and can include other pieces of supporting material such as letters, news articles, photographs and testimonials, if appropriate.

*Judging Panel: - Operations Manager, Megan Shale, Pauline Henton and Jurri Christiaans*

### **Hospitality Employee of the Year**

*Open to any member of Hospitality Team.*

This will be given to a person that is reliable and has demonstrated their loyalty and commitment to their job. This may be because of their adaptability, the support they give to others and the ideas they come up with. They should always be enthusiastic and demonstrate a can do attitude.

Nominations will be welcomed from clients, customers and catering staff and may be supported by testimonials. The nomination should be on the attached Nomination Form and can include other pieces of supporting material such as letters, news articles, photographs and testimonials, if appropriate.

*Judging Panel: - Jurri Christiaans and Megan Shale*

### **School Cleaning Team of the Year (1 award)**

*Open to any team of cleaning staff working in a Primary or Secondary School or Specialist areas.*

This award will be given to the cleaning team that have clearly demonstrated how well they work together and share out the jobs effectively. They should be able to show a clear plan of action with details of what has been done, who did it and by when. Then they must demonstrate how well they kept to their plan and if changes were made, the reason behind the changes. Finally they will have to show the results of their teamwork and this is not just about working to specifications, but how well they interact with their customers and go the extra mile.

Nominations will be welcomed from schools, customers, cleaning staff, including Contract Managers and may be supported by testimonials from School caretakers, heads or Governors. The nomination should be on the attached Nomination Form and can include other pieces of supporting material such as letters, news articles, photographs and testimonials, if appropriate.

*Judging Panel: - Brian Davis, Andy Gibson and Megan Shale*

### **Cleaning and Caretaking Employee of the Year**

*Open to any members of the Cleaning and Caretaking Services.*

This will be given to a person that is reliable and has demonstrated their loyalty and commitment to their job. This may be because of their adaptability, the support they give to others and the ideas they come up with. They should always be enthusiastic and demonstrate a can do attitude.

Nominations will be welcomed from schools, customers, cleaning staff including Managers and Supervisors and may be supported by testimonials. The nomination should be on the attached Nomination Form and can include other pieces of supporting material such as letters, news articles, photographs and testimonials, if appropriate.

*Judging Panel: - Brian Davis, Andy Gibson and Megan Shale*

### **Head of Service Award**

This award will be totally at the discretion of the Head of Service, Richard Ware. It will go to someone employed by CCS that has gone above and beyond the requirements of their job. It could be a Contract Manager, a member of the area support team, a member of the Castle Court support team, any kitchen based staff or cleaning staff, or a member of the C3 team. No one other than Richard will know the result until it is announced at the awards ceremony.

All winners will receive a permanent framed certificate, a trophy to keep and a prize of vouchers that can be spent in the High Street.

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for Cambridgeshire Catering and Cleaning Service**

**NOMINATION FORM**

**Name of Award**

**Your Name**

**Position**

**Contact Details**

**Candidates Name**

**Position**

**Where they work**

**Reasons for your nomination:**

**Date .....**

**Signed .....**

**Please send completed form by Friday 17<sup>th</sup> July 2009 to: Megan Shale, CCS Awards, Box ELH 1600, Shire Hall, Cambridge, CB3 0AP**