

CATERING SUPERVISOR

JOB DESCRIPTION

Line of responsibility

The catering supervisor will be directly responsible to the Catering Manager.

Job purpose

The catering supervisor is responsible for:

- Assisting and supporting the catering manager in the provision of an efficient and effective catering service in accordance with healthy eating and DFE guidance.
- Assisting in the planning, preparation, cooking, presentation and serving of meals and snacks.
- Assisting in the induction and training of catering staff.
- Ensuring that food hygiene and health and safety regulations are in place and adhered to, including the completion and recording of necessary inspections and checks.
- Deputising for the catering manager in their absence.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

Job specification

Operational

- S/he shall assist in developing and maintaining a friendly and helpful atmosphere and deal with any feedback, including complaints, in a professional manner.
- S/he shall assist in the organisation of catering staff workloads, including covering for absences.
- S/he shall assist in ensuring sufficient and varied menus are provided to meet dietary and healthy eating requirements.
- S/he shall assist in the ordering of all commodities, checking and appropriate storage of deliveries.
- S/he shall ensure that all food delivered is handled and stored correctly, including the rotation of stock.
- S/he shall ensure that maintenance, service and deep cleaning requirements are carried out as necessary to ensure a clean, safe and workable environment at all times.
- S/he shall assist in cleaning tasks within catering areas.
- S/he shall maintain a high standard of food and kitchen hygiene.

- S/he shall ensure that equipment and appliance inspections and checks are carried out and recorded as required.
- S/he shall ensure that all temperature testing is carried out and recorded as required.
- S/he shall report any faults with equipment and appliances to the catering manager and make arrangements for repair.
- S/he shall ensure that vending machines are maintained and filled as required.
- S/he shall assist in organising, preparing and carrying out special catering function work as required.

Personnel

- S/he shall establish and maintain good relationships with all staff, students, visitors, suppliers and contractors.
- S/he shall assist in identifying training needs of catering staff and organising appropriate development opportunities.
- S/he shall assist in completing appraisals for catering staff, including the setting of appropriate targets.
- S/he shall assist in the maintenance of attendance and training records for catering staff.
- S/he shall assist in the recruitment of catering staff when required.

Administrative/financial

- S/he shall assist the catering manager in sourcing suppliers, following best value principles.
- S/he shall complete administrative duties to the required level of accuracy, including returns and reports.
- S/he shall assist in the implementation of financial procedures and activities within the catering service.
- S/he shall assist in the accounting for all monies according to procedure and audit requirements, including cash register operation and reconciliation.
- S/he shall assist in stock-take procedures as required.
- S/he shall input and extract information from the school's catering database system as required.

General

- S/he shall keep up-to-date with catering, food hygiene and health and safety developments and regulations.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.

CATERING SUPERVISOR: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> Studied to a minimum standard of GCSE (grade 9–4) or equivalent, in English and mathematics. Experience of working in a catering environment (at least two years). Experience of cooking and catering, including occasional functions. 	<ul style="list-style-type: none"> Further education qualifications relevant to the field. An appropriate catering qualification. Experience of working in a school or similar establishment. Line management of staff. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none"> Able to communicate effectively with people of all ages and levels. Able to work in collaboration with line manager to ensure a high quality service, which meets appropriate standards. Able to supervise a team of staff, delegating duties as required. Knowledge of current legislation and requirements included in DFE guidelines for the provision of school meals. Knowledge of the importance of health and safety and food hygiene in a catering environment. Effective numeracy skills to support finance-related tasks eg use of cash register. 	<ul style="list-style-type: none"> Ability to cater for specific individual needs. Promoting the catering service and healthy eating options to its customers. Liaising with outside agencies regarding catering legislation and guidance. Dealing with catering suppliers, both for produce and equipment. Effective ICT skills. Effective administrative skills to support appropriate tasks eg completion of records. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews

Essential	Desirable	Evidence
Personal qualities		
<ul style="list-style-type: none"> • Able to form good relationships with students, staff and service users. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Initiative and ability to prioritise one's own work. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>