



Job description	
Job title	Chef Supervisor
Grade	Grade F (SCP 12–17)
Directorate	Communities & Neighbourhoods
Section/team	Commercial Services
Accountable to	Contract Manager
Responsible for	General Catering Services
Date reviewed	April 2024

### Purpose of the Job

To be responsible for food preparation and supervision of the kitchen and its resources.

Provision of all catering requirements in the named establishment.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

## MAIN DUTIES AND RESPONSIBILITIES

### Service Provision

Operational management of catering function to achieve service objectives and service standards.

Responsible for all catering services in line with customer care principles and the department's policies and procedures.

To promote at all times a professional image of the organisation.

Responsible for the provision and service of all catering requirements.

Manage effective stock control and ordering requirements.



Responsible for day-to-day supervision, motivation and management of the catering team.

Responsible for opening and closing the kitchen.

Report all repairs, replacement of equipment or improvements in services.

To oversee general cleaning duties are carried out in accordance with the department's policies and procedures.

### **Staffing/Staff development**

Ensure all staff are trained commensurate to the post.

Participate in the staff review and development process and advise the Contract Manager of additional training needs that have been identified.

To ensure that all students and new employees are inducted in line with the departments policies and procedures.

Ensure students and new employees understand their training programmes.

Responsible for continuous monitoring and evaluation of staff.

To co-operate with other establishments within the department to ensure efficient and effective service and to provide cover at other sites when requested to do so and in accordance with staffing levels.

### **Training to be under taken if not already achieved**

Level 2-3 in Professional Catering (or equivalent qualification)

Level 3 in Food Safety and Managing Food Safely

Nutritional awareness

Use of I.T. Equipment

Food allergy & intolerance awareness

Marketing and promotion

Level 2 Health and Safety Training

Level 2 Manual Handling Training



### **Quality Assurance**

Ensure compliance with the Quality Assurance standard of the sector.

Ensure all complaints are investigated within the policies and procedures.

Ensure work is completed in specified timescales.

Ensure stock rotation procedures are carried out and conduct monthly stock takes.

To promote the service in the line with the departments Best Value Improvement Plan.

### **Management information & administration**

To ensure that the completion of recording systems that monitor temperature control are completed in accordance with the department's policies and procedures.

Complete, maintain and submit all relevant documentation e.g. temperature control monitoring sheets, food and equipment orders, staff timesheets and absence returns forms.

### **Health and Safety**

Ensure compliance with corporate policies and procedures including but not limited to Equal Opportunities.

To work at all time in a manner that will ensure their own personal safety and that of others, including reporting of identified hazards.

To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities.

To use equipment as instructed and trained.

To inform management of any health and safety issues which may place individuals in danger.

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.



## **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.