

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Catering Supervisor |
| HBC Grade: | **HBC4**  |
| Service: | **Stadium Catering and School Meals Service** |
| Division: | **School Meals Service** |

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| **Main Purpose of the Role** |
| Supervise a catering unit to ensure that the service provided meets the required statutory standards. |

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| **Key Duties**  |
| **1** | Responsible for the planning and cooking of meals, portion control, amendment of menus (where appropriate) and for the provision of special diets (where advised) |
| **2** | Supervise and train kitchen staff in the methods of production, service, and standards required at the unit including organisation of work rotas and transportation of meals (where appropriate) |
| **3** | Work as a team with other kitchen staff to complete all the daily duties necessary within a catering unit |
| **4**  | Maintain accurate records as required by the school catering service including stock control, sickness reporting, food orders, invoice recording, cash reconciliation, accurate cash records, completion of time sheets, productivity levels, weekly catering record and all other documents as required for audit purposes  |
| **5** | Monitor food costs and productivity, taking appropriate action to achieve and maintain targets, under the guidance of the Schools Catering Manager |
| **6** | Maintain an acceptable level of hygiene at all times and be aware of and be responsible for all relevant Health and Safety and HACCP regulations in the kitchen area |
| **7** | Work variable starting and finishing times that may include mid morning break service, breakfast service, Inset day catering and any additional food service points |
| **8** | Support the school in promoting Healthier Eating to the ‘whole’ school Communitydriving forward the healthy schools work, by skilling the children in cooking through after school clubs, working with teachers in food lessons and also engaging families in developing their cookery skills. |
| **9** | The person will need to be passionate and enthusiastic about the role and encouraging the children/families to try new foods and to develop a more healthy diet   |
| **10** | Promote and maintain good relationships with all customers:-Head teachers, pupils, staff and parents |
| **11** | To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job |
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The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
| Basic Food Hygiene TrainingNVQ Level 1  | NVQ Level 2/3Intermediate Food Hygiene CertificateD32 Trainer/Assessor Award | All essential qualification certificates must be presented at interview. |

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|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | A detailed knowledge of food preparation and serviceCatering experience in large scale catering.  |  | Detailed knowledge of good hygiene practices.  | Application / Interview /Assessment |
|  |  | Passionate and enthusiastic about food.  | Application / Interview /Assessment |
|  |  | Make the role of encouraging the children/families to try new foods fun and enjoyable.  | Application / Interview /Assessment |
|  |  | Support families to develop a more healthy diet.  | Application / Interview /Assessment |
| **DESIRABLE** | Experience in Local Authority (or equivalent) catering. |  | A flexibility and willingness to be trained. | Application / Interview /Assessment |
|  |  |  |  | Application / Interview /Assessment |

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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
|  |  | Application / Interview /Assessment |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.