



JOB DESCRIPTION

Job Title:	Asst. Catering Supervisor
School:	Beam County Primary School, Oval Road North, Dagenham, Essex, RM10 9ED
Scale:	NJC Scale 3 Spinal Point 6
Hours:	Full-time (35 hours)
Reporting to:	Catering Supervisor

JOB PURPOSE:	<p>The core focus of this job is to assist the Catering Supervisor in delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as food preparation, setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room.</p> <p>The post holder is required to assist the Catering Supervisor in the performance of their duties, In the absence of the Catering Supervisor the deputising role will cease and the Assistant Catering Supervisor will assume the duties and responsibilities of the Catering Supervisor.</p>
JOB CONTEXT:	<p>Works within the school kitchen and dining room, where the post holder will be subject to some disagreeable working conditions e.g. heat, noise & smells. However, protective clothing will be provided e.g. apron</p> <p>An enhanced Disclosure Barring Service (DBS) clearance is required for this post.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<p>Assist the Catering Supervisor in the following operational duties:</p> <ul style="list-style-type: none"> • The ordering of goods and materials • The receipt and storage of goods and materials in good order • Refilling sauces, condiments and other consumables • Preparation, cooking and service of appetising and nutritious food and beverages as directed • The preparation of the dining room for service including putting in place dining tables and chairs • Washing up, clearing and cleaning the kitchen, dining room and associated areas
Communications	<ul style="list-style-type: none"> • Communicates with children and young people at service times, to ascertain their needs and support them in developing good dietary habits

	<ul style="list-style-type: none"> • Listen actively and respond to the concerns of children and young people • Oral communication with the Catering Supervisor and other colleagues in relation to carrying out duties and reporting of potential hazards in the kitchen • Promoting the catering service to parents and pupils by taking part in activities designed to increase meal uptake • Liaising with Catering Supervisor on issues relating to the standards of service in school • Working with children, teachers and parents to encourage healthy eating
Resource management	<p>Assist the Catering Supervisor in the Management of the following resources:</p> <ul style="list-style-type: none"> • Undertake duties associated with the financial management of the catering operation including managing labour costs, management of food costs through adherence to menus and recipes, controlling stock and keeping accurate records • Assist the Catering Supervisor in the careful use and maintenance of equipment and reporting faults • The efficient use of services including gas, electricity and water
People Management	<ul style="list-style-type: none"> • Assist the Catering Supervisor in the supervision of catering staff by allocating, overseeing and checking the work as required
Skills Development	<ul style="list-style-type: none"> • Assess standards of service and assist with the training and development of staff in the kitchen when necessary • Attend training courses and meetings as required • Attend training courses and meetings as required for personal development and mandatory training
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> • Carry out all work in accordance with relevant policies, procedures and regulations <ul style="list-style-type: none"> ○ The Food Safety Management System ○ COSHH ○ The Risk Assessment Manual ○ NYCC policies & procedures • Assist the Catering Supervisor to complete all required daily/weekly / termly paperwork and returns accurately and timely
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial

	<p>health and safety responsibilities as defined in the Health and Safety policy and procedure.</p> <ul style="list-style-type: none"> • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • The County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	March 2025

PERSON SPECIFICATION

JOB TITLE: Assistant Catering Supervisor

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of current guidance and legislation with respect to food hygiene and food safety • Knowledge of the importance of good dietary habits of young people and the need to encourage good food choices • The knowledge and understanding of good cookery and correct working practices in a kitchen environment 	<ul style="list-style-type: none"> • Knowledge and understanding of current guidance and legislation with respect to catering in schools (Nutritional Standards) • Knowledge of the work of the School Food Trust • Promotion skills to encourage the uptake of healthy school meals
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in catering establishments including the cooking and service of food 	<ul style="list-style-type: none"> • Experience of supervising staff
<p>Occupational Skills</p> <ul style="list-style-type: none"> • The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties • Be reliable, dependable and have a smart and tidy appearance • Be able to work as part of a team • Good interpersonal communication skills • A good standard of cookery skills 	<ul style="list-style-type: none"> • Team Management
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 2 Award in Food Safety in Catering • Food hygiene certificate • Willingness to undertake relevant training 	<ul style="list-style-type: none"> • Catering Qualification e.g. NVQ Level 2 in Professional Cookery, City and Guilds 706/1/2 or equivalent • Qualification in nutrition / healthy eating • Health and Safety qualification • Level 2 Numeracy and Literacy
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • Physical ability to carry out the duties of the role 	
<p>Behaviours</p> <ul style="list-style-type: none"> • Punctuality & Timeliness • Problem solving skills 	