



JOB DESCRIPTION Catering Supervisor

Job Title: Catering Supervisor

Grade: GR5

1.0 JOB PURPOSE:

- 1.1 To organise, supervise and provide a quality catering service for the school..
1.12 To ensure consistent procedures, processes, policies and food safety protocols are undertaken correctly

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 To be responsible for the preparation, cooking and service of food ensuring that efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained.
- 2.2 To plan, operate and control the production and service of food related duties. To devise set programmes of work for catering staff and to supervise the work of catering staff on a daily basis.
- 2.3 Devise menus to ensure a variety of meals are served in the school which cater for different dietary requirements as appropriate and in accordance with the current food standards and schools service objectives.
- 2.4 To order all food goods and other commodities required from the recognised suppliers in accordance with the catering requirements of the school and to the agreed school catering budget.

- 2.5 To operate and control food stock to include maintaining stock records and ensuring the correct completion and submission of all appropriate returns and records.
- 2.6 To participate in the selection, appointment and induction of new catering staff as required.
- 2.7 To act as health and safety coordinator within the school kitchen, ensuring the recognised health and safety procedures and practices are adhered to by all catering staff working within the school kitchen.
- 2.8 To ensure and adjust in conjunction with the Principal or nominated person, the levels of staffing within the school catering teams so as to ensure an efficient catering service which fulfils the School's catering requirements.
- 2.9 To implement the agreed cash handling and accounting procedures with regard to receipt of payments for food and drinks from pupils and visitors to the School and ensure such procedures are adhered to by all catering staff.
- 2.10 To organise, control and assist with school catering functions at the direction of the Principal or nominated person. To supply information for appropriate invoices to be raised in respect of catering functions and services made available to users of the school's premises and facilities.
- 2.11 To be aware of and adhere to applicable rules, regulations, legislation and procedures, e.g. TEFAT (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection, Environmental Health inspections)
- 2.12 To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- 2.13 To operate the basic range of ICT software Word, Internet etc.
- 2.14 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.15 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.16 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.17 To adhere to the ethos of the school
 - 2.17.1 To promote the agreed vision and aims of the school
 - 2.17.2 To set an example of personal integrity and professionalism
 - 2.17.3 Attendance at appropriate staff meetings and parents evenings
- 2.18 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

OBSERVANCE OF TEFAT's EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED:

- 3.1 **Supervising Officer's Job Title:** Operations Manager

3.2 LEVEL OF SUPERVISION

1. Left to work within established guidelines subject to scrutiny by the Operations Manager.
2. Plan your own work to ensure the meeting of defined objectives.

4.0 **SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
General Assistant	GR3	2	1

Postholders signature : _____

Date : _____

Postholder's Name: _____

Line Manager's signature : _____

Date : _____