**JOB DESCRIPTION**

**Job Title:** Unit Supervisor / Cook **Post Number:**

**Directorate:** Children, Learning & Young People

**Location:** Finham Park MAT

**Grade:** G4

**Hours:** 37 per weekTTO plus 2 weeks

**Job Purpose**

To undertake the supervision and development of the catering service within the School’s catering policy and budget in conjunction with the of the Catering Manager.

**Main Duties and Responsibilities**

1. To be responsible for the day-to-day running of the kitchen & dining area under the direction of the Catering Manager, including the operational control of service points.
2. Line manage members of the catering team including:

* Promoting good staff relations
* Induction of new staff
* Implementation of work sheets
* Assist with development and implementation of contingency plans during periods of staff absence or high demand.
* Monitoring staff to ensure all personal, food hygiene and health & safety procedures are applied continuously and there are no breaches of statutory or local authority regulations.

1. Prepare & cook meals in accordance with menus or instructions given. Ensuring special dietary requirements and allergen policies are strictly adhered to and present food in accordance of the school’s routine and pupil’s needs.
2. Contribute to the development, implementation and promotion od menus throughout the school.
3. Support the Catering Manager to achieve and maintain food costs in accordance to the budgets set
4. Ensure high standards of customer care, dealing positively and effectively with customer complaints
5. Ensure the MAT’s administrative procedures relating to the purchase & storage of food and catering equipment are followed by:

* Ordering all food, cleaning materials, disposables, etc. in accordance with the MAT’s purchasing policy.
* Making sure all food deliveries are checked, recorded and stored in accordance with Health & Safety and audit procedures.
* Making sure all deliveries and invoices are checked for accuracy and processed promptly for payment.
* Maintain records of food transfers within the Kitchen and undertake stock transfers on a monthly basis.
* Avoid unnecessary wastage and deterioration of foodstuffs
* Reporting repairs and faults of all equipment, work areas and service points ensuring they are maintained at all times

1. Attend courses, as necessary, to enable the efficient supervision of the unit to be maintained.
2. Liaise effectively with the Catering Manager, Head teacher, Parents, Visitors, company / supplier representatives

And such duties as are within the scope and the spirit of the job purpose, the title of the post and it’s grading.

All duties and responsibilities must be carried out with due regard to the School’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsbilities with due regard to the School’s Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible to: Catering Manager**

**Responsible for: Catering Assistants**

**Date Reviewed: March 2024**

**Updated:**