



Catering Supervisor for Café 6 Job Description



Job Title: Catering Supervisor for Café 6

Responsible to: Kitchen Manager

Grade: 3 (SP 4-6)

Role purpose: Provide great food at affordable prices that meets Sixth Form and School needs and ensuring that the catering service is friendly, efficient and well managed.

Roles and Responsibilities:

Staff Management

1. Assist with training
2. Ensure suitable staffing levels to meet school needs.
3. Create a happy working environment and a positive welcoming service for students, staff and visitors.

Kitchen management

1. Ensure that supplies are stored and presented correctly to ensure product safety, freshness and availability. Food can be prepared on site or brought on to site already prepared.
2. Ensure inventory control and the security of products and equipment.
3. Liaise with the Kitchen Manager to ensure that appropriate servicing, maintenance and repairs of equipment is undertaken.
4. Ensure that the workload is managed effectively taking into account limitations on space and busy service times.
5. Keep all work areas clean.
6. To ensure that food wastage is minimised.
7. You will need to ensure that the Common Room and surrounding areas are kept clean and tidy at all times (e.g. spillages must be cleared up, crockery and cutlery must be cleared away and rubbish must be collected and disposed of.)
8. Find ways to minimise packaging in view of being environmentally friendly.
9. Assist with projects to improve the catering services offered (e.g. student well-being, and environmental initiatives)
10. Follow up any complaints and incidences of non-compliance to ensure consistent high standards. Share good practice and positive feedback.

Menus and financial control

1. Liaise along with the Kitchen Manager and the Sixth Form Council to develop innovative, healthy and exciting menus, whilst complying with the School Food Standards.
2. Manage payments, monitor turnover, and report on trends in sales.

Health and Safety

- 1.** Ensure compliance with the School Food Standards and help promote healthy lifestyles.
- 2.** Ensure appropriate labeling for food with particular regard for allergens. Take steps to ensure that cross contamination does not occur.
- 3.** Ensure that Food Standards Agency requirements are met and act on the outcome of any inspections.
- 4.** Undertake/follow appropriate risk assessments, for example maintain food temperature logs.
- 5.** Comply with Health and Safety Regulations. Assist with or undertaking of risk assessments relevant to the post.
- 6.** Comply with school policies for example Safeguarding, Data Protection and e-safety. Confidentiality must be observed at all times.

Working arrangements

- 1.** The postholder will normally work 5 days a week (32.5hours) for 39 weeks.
- 2.** Although some flexibility is required, it is envisaged that the normal working hours will be 7.30am- 2.30pm (Students have free periods when they are not in lessons and often choose to use the catering facilities during this time)

Other

This Job Description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.

The duties of this post could vary from time to time due to new legislation, changes in technology or policy and in that case, appropriate training may be given to enable the post holder to undertake this new/varied work.

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