

Catering Supervisor

Job Description

Grade: GR3

1. Job Purpose

- 1.1 To organise, supervise and provide a quality catering service for the school

2. Key Responsibilities

- 2.1 Maintain food safety documentation on a daily basis to comply with food safety management procedures and food hygiene regulations to ensure all areas of Food Business compliance are maintained with the support of CMC Tracker and your CMC consultant. Inclusive of HACCP, E.Coli, Allergen Management, Health and Safety, Medical Diets and COSHH.
- 2.2 Setting up on occasion hospitality for meetings and maintaining a clean and hygienic area
- 2.3 Responsible for stock taking, stock rotation and replenishment and ordering of food items.
- 2.4 Maintaining a high level of cleanliness of the lunch service point, lunch hall and kitchen area with COSHH as the guiding principle to maintain a high level of cleanliness and hygiene.
- 2.5 Managing the maintenance and operations of all kitchen equipment with Health and Safety in mind, through effective use of our Risk Assessments and Safe Systems of Work.
- 2.6 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
- 2.7 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 daily
- 2.8 To 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 Nutritional Standards

- 2.9 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.
- 2.10 To operate and control food stock to include maintaining stock records and ensuring the correct completion and submission of all appropriate returns and records
- 2.11 To act as health and safety co-ordinator within the school kitchen, ensuring the correct completion and submission of all appropriate returns and records
- 2.12 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
- 2.13 To ensure and adjust in conjunction with the School Business Manager, the levels of staffing within the school catering team so as to ensure an efficient catering service which fulfils the School's catering requirements. To participate in the selection, appointment and induction of new catering staff as authorised.
- 2.14 To implement the agreed cash handling and accounting procedures with regard to receipt of payments for food and drinks from students and visitors to the School and ensure such procedures are adhered to by all catering staff
- 2.15 To organise, control and assist with school catering functions at the direction of the Headteacher. 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
- 2.16 To be aware of and adhere to applicable rules, regulations, legislation and procedures, e.g. Equal Opportunities Policy/Code of Conduct and national legislation (Health and Safety, Data Protection, Environmental Health inspections)
- 2.17 To maintain confidentiality of information acquired in the course of undertaking duties for the school

- 2.18 To operate basic range of ICT software Word, Internet etc
- 2.19 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.
- 2.20 To ensure all tasks are carried out with due regard to Health and Safety
- 2.21 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.22 To adhere to the ethos of the school
 - 2.22.1 To promote the agreed vision and aims of the school
 - 2.22.2 To set an example of personal integrity and professionalism
 - 2.22.3 Attendance at appropriate staff meetings and parents evenings
- 2.23 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

Supervising Officer's Job Title: School Business Manager

- 3.1 Level of supervision:
 - 1. ~~Regularly supervised with work checked by supervisor~~
 - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
 - 3. ~~Plan own work to ensure the meeting of defined objectives~~

4. 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)
Kitchen/Catering Assistants			
Cook(s)			

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Applica tion Form	C Certificate	I Interview	T Test or Exercise	P Presenta tion
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Criteria	Essential	MOA
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.	Food Hygiene NVQ 3 in catering	AF/I
Experience Relevant work and other experience	Relevant large scale catering experience	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 Basic ICT skills	AF/I
Training	Willing to undertake job related training	AF
Safeguarding	Enhanced DBS is essential. <i>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.</i>	

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
