



Deanery C.E. Primary School

JOB DESCRIPTION CATERING SUPERVISOR GRADE GR3

JOB PURPOSE

Responsible for the organisation and management of the catering provision for the school.

DUTIES AND RESPONSIBILITIES

- 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.
- To be responsible for ensuring the kitchen and kitchen practices comply with all current catering legislation.
- 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 to ensure all staff working in the kitchen and dining hall know & understand their roles and responsibilities.
- 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.
- To operate and control food stock to include maintaining stock records and ensuring the correct completion and submission of all appropriate returns and records.
- To act as health & safety co-ordinator within the school kitchens, to ensure the recognised health & safety procedures and practices are adhered to by all catering staff working within the school kitchen.
- To ensure and adjust in conjunction with the 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.
- To organise, control and assist with school hospitality functions at the direction of the Headteacher. To supply information for appropriate internal recharges to be managed.

- To be aware of and adhere to applicable rules, regulations, legislation and procedures, e.g., School policies (Equal Opportunities Policy/Code of Conduct) and national legislation (Health & Safety, Data Protection, Environmental Health inspections)
- To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- To operate basic range of ICT software Word, Internet etc.
- To adhere to the ethos of the school, setting an example of personal integrity and professionalism.
- To consult with children, staff and parents to develop menus which provide with a balanced diet as well as incorporating popular choices.
- To ensure menus are compliant with The School Food Standards and other relevant changes to national guidance/ regulations.
- To cater for pupils with special dietary requirements/allergies and to be aware of these pupils within the school (awareness of care plans).
- To continue to provide/develop a wide and varied menu that reflects the cultural diversity of the school and local community.
- To provide opportunities for regular taster sessions that encourage pupils to try foods/dishes.
- To carry out training with all staff in relation to induction training, health & safety, food production and customer care.
- To undertake yearly staff performance interviews, identifying training requirements that can then be met.
- To positively publicise school dinners/menus using newsletters, meetings, inviting parents/grandparents to lunch, attending events etc to promote the service with the aim of maintaining and increasing meal numbers.
- To manage a budget in consultation with the Business Manager or nominated person.
- To attend regular meetings with the Head Teacher to discuss operational matters and the management of the kitchen.

LINE MANAGEMENT - RESPONSIBILITIES TO AND FOR

- 1). Business Manager.
- 2). Head Teacher.
- 3). Responsible for the supervision of catering staff.

CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the current Pay and Conditions Act and subsequent Orders in terms of duties and working time, also any local agreements, circulars and guidelines giving interpretations of conditions of service.

SAFEGUARDING AND PROMOTING WELFARE

All employees have a legal responsibility to safeguard and promote the welfare of all children within school. Staff should:

- Make arrangements to take all reasonable measures to ensure that risks of harm to children's welfare are minimised; and
- Make arrangements to take all appropriate actions to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies.

REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

COMPLAINTS

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job description issued by
after consultation

(Signature of Head Teacher)

Copy received & agreed by

(Signature of Catering Supervisor)

Date
