



WIGMORE SCHOOL ACADEMY TRUST

Job Description



Catering Supervisor

Organisation(s): Wigmore High School

Pay Range: HC5

Contract: Permanent part time

Responsible to: Catering Manager

Responsible for: Kitchen staff in absence of Catering Manager

Functional links with: Clients/Customers

Main Purpose of Job:

- To assist the Catering Manager in the effective running and cost effectiveness of the kitchen, and to be responsible for a high standard of hygiene and cleanliness complying with food safety legislation .
- To assist in the successful operation and promotion of the Catering Business.
- To maintain a high standard of personal hygiene and cleanliness in order to prevent any health risks from occurring, complying with all Food Safety Regulations and QA at all times.

Responsibilities:

- To comply at all times with the Hygiene standards policy.
- To assist and prepare food to set recipes and menus as required , ensuring customer satisfaction and a high standard of presentation at all times in compliance with the Healthy Schools initiative.
- To work within portion controls at all times.
- To assist and cook food to set recipes.
- To serve food to the required standard.
- To pack food to the required standard.
- To deliver food to other establishments as required.
- To order and monitor all supplies of stocks, request machine repairs and report faulty machinery.
- To supervise the day-to-day activities of the kitchen alongside the catering manager including the welfare and supervision of the operational employees, providing on site direction, guidance and support as required including timekeeping.
- To carry out formal monitoring inspections and quality checks completing any necessary paperwork - as required.
- To support the manager to carry out any investigations into the cause of accidents and complete appropriate paperwork – as required.
- Liaise with customers, drivers and suppliers to ensure quality and service levels are maintained – daily.
- To monitor cleanliness and hygiene throughout operational time.
- To clean a specified area to the standards required in the Cleaning Schedule.
- To assist in re-stocking and regular monitoring of supplies. Re-order supplies in adequate time.
- To empty bins and remove rubbish from premises.
- To maintain high levels of personal hygiene.
- To ensure uniform is at all times clean and presentable.
- To work as part of a team and be physically mobile over long periods of time.
- To maintain appropriate records as required and complete all necessary paperwork.
- Use of new technology procedures and paperwork as required.
- To undertake any relevant training as required.

General Information:

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure, and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy and Staff Handbook.

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

All staff are required to undertake child safeguarding training, adhering to policies and established practices. This post is subject to an enhanced disclosure.

Executive Headteacher's Name: Rob Patterson (Executive Headteacher)

Executive Headteacher's Signature:

Date:

Employee Name:

Employee Signature:

Date:

Date Job Description reviewed:



WIGMORE SCHOOL ACADEMY TRUST Person Specification



Catering Supervisor

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Food Hygiene level 2 qualification or willingness to work towards this. (AF, I) • Allergy awareness qualification or willingness to work towards this. (AF, I) 	
Experience	<ul style="list-style-type: none"> • Experience in recipes and menus (AF, I) • Experience in working to defined specifications and methods of measurement (AF, I) 	<ul style="list-style-type: none"> • Experience in instructing and directing within the catering business (AF, I) • Experience in ordering and monitoring supplies (AF, I) • Experience of working in a Commercial kitchen. (AF, I)
Knowledge and Understanding		<ul style="list-style-type: none"> • Good knowledge of: Health and Safety legislation and Food Safety legislation (AF, I)
Abilities and Skills	<ul style="list-style-type: none"> • Ability to be trained in accordance with Food Hygiene legislation (AF, I) • Ability to train kitchen assistants with guidance when needed from the Catering / Manager (AF, I) • Good oral and written communication skills (AF, I) • Logical thinking and common sense (AF, I) • Good team worker (AF, I) • Ability to stand over equipment for long periods (AF, I) • Ability to cope under pressure both physically and mentally within a busy catering operation (AF, I) 	
Personal Attributes	<ul style="list-style-type: none"> • Resilient (I, R) • Reliable (I, R) • Committed (I, R) • Honest (I, R) • Trustworthy (I, R) • Dedicated (I, R) • Patient (I, R) • Loyal (I, R) • Good sense of humour (I, R) • High expectations of self and others (I, R) 	

Other Factors	<ul style="list-style-type: none"> • Willing to attend meetings by working additional flexible hours (I) • Good attendance record (R) • Outstanding references (R) • A commitment to high educational standards, which maximise the achievements of all pupils (I, R) • A commitment to equality of opportunity for all pupils (I, R) • A belief in working in partnership and as part of an established team (I, R) • A commitment to continuous professional development (I, R) • A willingness to reflect upon experiences in a critical and constructive manner (I, R) • Police clearance (DBS check) 	
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Evidence Key:

(AF) – Application Form
(I) – Interview
(R) – References