

Catering Unit Supervisor

Employment details	
Location	Sandringham House, 170a Overdale Road, Park End, Middlesbrough, TS3 7EA
Reports to	School Business Manager
Hours of work	Term Time Only plus 5
Grade	SCP Range 9 to 11

To provide a service to the school ordering, preparing and cooking the meal to meet the mandatory Nutritional Standards. Day to day management of the catering provision.

Duties and Responsibilities

- To undertake all catering activities within the Unit, ensuring smooth running of the service meets the individual needs of the school.
- To be responsible for supervision of Catering Team
- To work within a team to ensure Health & Safety and Hygiene Health & Safety in the workplace.
- Preparing and cooking food in accordance with food safety regulations and HACCP.
- Ordering quantities of food in line with meal numbers, menu planning and portion control.
- Management and control of food costs within the given budget
- The management and control of labour and other unit costs within the given budget
- Organisation and supervision of food service to include dining arrangements, special events and PD day catering.
- Induction and training of staff and keeping all relevant documentation and training records up to date.
- Ensuring all relevant clerical work is received in the office to meet deadlines
- Maintenance of records on cash collection in accordance with the requirements following standard operating procedures and safe contents register.
- To ensure continued improvement in customer satisfaction, encouraging healthy eating throughout the whole school day

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- Reporting equipment breakdowns and maintenance requirements as requested and ensuring annual inspections are carried out.
 - Setting up of morning breaks, tuck shops and additional services as requested.
 - Participating in training and development activities as required and assisting with the training and development of colleagues.

The post holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the incumbent. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility; these factors are reflected in the post grade.

All employees are expected to demonstrate a commitment to the principles of equal rights both in relation to employment issues and service delivery and to adhere to the policies of the Trust in performance of their duties.

All employees are expected to respect all confidentiality and principles and practice of the Data Protection Act.

All post holders are required to comply with Health and Safety policies and legislation.

RTMAT is committed to safeguarding the welfare of children and new, successful, candidates will be subject to an enhanced DBS disclosure and Barring service check. An online search may be undertaken as part of the recruitment process, on information available in the public domain. Candidates should disclose anything that may be relevant to the application.

Person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • NVQ Levels 1 &2 or equivalent in Catering. • Basic Food Hygiene certificate. 	<ul style="list-style-type: none"> • NVQ Level 3- Management/ Trainer.
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience in catering environment. • Menu planning and costing. • School catering experience. 	<ul style="list-style-type: none"> • Previous experience in school catering.
Knowledge & skills	
Essential	Desirable
<ul style="list-style-type: none"> • Good communication skills. • Control of kitchen costs. • Team worker. • Leadership skills. • Self-motivation. • Presentation skills. • Moderate Lifting/Carrying. 	<ul style="list-style-type: none"> • Trainer skills
Personal traits	
The successful candidate will have	
<ul style="list-style-type: none"> • Good personal hygiene. • Health and safety awareness. • Discipline. • Reliability. • Flexibility in working arrangements. 	

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