**Job Description**

**Post Title: Kitchen Supervisor**

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range: NJC 10 - 14**

**Hours of work: Part time 32.5 hours per week, Term Time Only**

**Reporting to: Academy Catering Manager**

**Purpose of Role**

* To work in the Catering and food service areas under the control of The Spencer Academies Trust showing a welcoming, efficient and professional manner towards customers; employees and students.
* To assist the Catering Manager with the preparation of meals to the Trust standard and satisfaction and maintaining the cleanliness and hygiene of the unit to the required standard.

**Main Duties and Responsibilities**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle. Where appropriate the post holder will be expected to use all Trust standard computer hardware and software packages.

The post holder will be required to work at the different catering locations across the Academy and may, in agreement with the Trust Catering Manager, work at the different locations across the Trust. Specific responsibilities include:

Catering Services

* To prepare and present all food at the required times to the Trust standard and satisfaction.
* To prepare buffets when required to the Trust standard and satisfaction.
* To assist the Management when required with planning menus, rotas, orders and receiving, checking and storing deliveries.
* To assist in the service of meals where necessary
* To maintain a high standard of hygiene and cleanliness in the food preparation and service areas at all times paying attention to the Health and Safety regulations.
* To deputise for the Catering Manager as appropriate and in cases of absence.
* To assist in food stocktaking and to ensure the security of stores during all working hours.
* To operate cashless catering tills.
* To keep all work areas and surfaces as clean and tidy as is practicable at all times especially at the end of the day/shift.
* To assist in the training of staff and the supervision of standards.
* To ensure the security of all the Establishment's provisions, equipment and utensils at all times.
* To carry out any reasonable request by the Management team.
* To assist with the input of data to the computer.
* To deliver food & goods to any building on site.
* To have joint responsibility of the Relish system with the catering manager.
* Irregular Duties
* To work at other Trust schools in agreement with and under the direction of the Trust Catering Manager.
* To prepare food and beverages for special functions and assist with other related Activities, which may sometimes be outside normal working hours.
* To report, and where possible, take appropriate action about customer or Client complaints or compliments.
* To report and, where possible, take appropriate action for any incidents of accident, theft, fire, loss, damage unfit food or other irregularities
* To attend meetings and training courses as may be necessary from time to time
* To relieve in other service areas during periods of holidays, sickness etc.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
* Participate in the Academy Appraisal process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
* These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name:

Signature:

Date:

**Person Specification – Kitchen Supervisor**

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|  | **Essential** | **Desirable** |
| **Qualifications and experience**  |
| Good standard of education especially with regard to literacy and numeracy skills | / |  |
| Management of staff |  | / |
| Valid Food Hygiene qualification |  | / |
| Experience of working in a busy kitchen environment | / |  |
| Previous experience in an educational environment |  | / |
| Ability to follow Codes of Practice. (Please refer to the Health & Safety and Hygiene Practices) | / |  |
| Ability to use general catering equipment safely and correctly | / |  |
| Ability to deliver high standards of customer service | / |  |
| **Knowledge and skills** |
| Ability to work calmly under pressure | / |  |
| Ability to communicate clearly  | / |  |
| Ability to work collaboratively with others  | / |  |
| Ability to work within school based systems and specified timelines | / |  |
| Knowledge of current food legislation in regards to food hygiene and health and safety in the workplace | / |  |
| Able to prepare, cook and present food to meet quality, cost and food and health and safety standards | / |  |
| Experience of preparing, cooking and serving of food within a large catering operation. (E.g. school, factory or large restaurant) | / |  |
| Ability to plan and organise own workload within the kitchen and provide support to the team as required | / |  |
| **Personal qualities** |
| Able to follow direction and work in collaboration with the catering team | / |  |
| Able to work flexibly, adopt a hands-on approach and respond to unplanned situations | / |  |
| Commitment to the highest standards of child protection and safeguarding | / |  |
| Recognition of the importance of personal responsibility for health and safety | / |  |
| Commitment to the Trust’s ethos, aims and whole community. | / |  |