**Job Description**

**Kitchen Supervisor**

Grade: Grade E SCP 9-12 (£, pro rata)

Hours: 35 Hours/Week, Term Time Only (plus 2 working days)

Working Pattern: Mon – Fri (7.00am – 2.30pm)

Location: St Robert of Newminster Catholic School.

Reports to: Chef Manager

**Job Purpose**

To support and assist the Chef Manager in the daily duties of preparing the meals for the school community. To assist the Chef Manager efficiently to ensure the quality of dining and hospitality services are outstanding and are within the terms of the schools Catering Policy.

**Main Duties and Responsibilities**

**Catering and Kitchen Management**

* To assist the Chef Manager plan, organise and provide the catering operations to ensure that the food quality, presentation and service are provided to the high standards as defined by the Cluster Manager.
* To step up when the Chef Manager is unavailable, catering for all school service periods, important events and special services. This may require you to work additional hours to your daily routine, however this will be paid overtime.
* To assist the Chef Manager plan menus and order all food related items and light equipment in accordance with the BWCET purchasing policy and procedures; and to check and record the amounts, prices and condition of all deliveries.
* To ensure that the meals and refreshments served always comply with the regulations as set by the BWCET and Cluster Manager. To assist the Chef Manager establish menu cycles incorporating current food trends and seasonal/local fresh produce.
* To ensure Heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the dining area are maintained and operated to the standards required by the BWCET, health, safety, fire and hygiene regulations and policies.
* To ensure that the BWCET personal and food hygiene policy and procedures are applied continuously and that there are no breaches of any statutory regulations.
* To periodically deliver special or theme days in collaboration with other the allocated School’s curriculum.

**Budgeting and financial planning**

* To assist the Chef Manager achieve and maintain the food cost in accordance with the BWCET directives. To avoid unnecessary wastage and deterioration of foodstuffs.

**Operational**

* To maintain systems and procedures in all operational areas under your control in order to monitor, maintain and improve upon the standards of the product and service.
* To act upon feedback both formally and informally from customers and implement any suggestions if financially and practically possible.
* To promote exceptional standards of customer service, ensuring that all services, whether core or hospitality, operate in a friendly, smooth and efficient manner at all times.
* To ensure that all areas are spotlessly clean at all times and that appropriate daily, weekly and periodic cleaning regimes are in place, completed and recorded.

**People Management**

* As part of your role, it is expected for you to participate in the staff performance review process.
* To develop and maintain excellent working relationships with BWCET staff and students.
* To promote healthy working relationships amongst all of your team, through leading and motivating catering staff under your direction.
* To ensure that employees use safe methods of work and that no unauthorised person cleans/operates any specified equipment.
* To attend meetings and training courses as required and ensure that catering staff do likewise.
* To ensure that all BWCET policies are implemented consistently by catering staff.

**Staff Development**

* To support the development and training of catering staff, ensuring that their career and professional development needs are met.
* To build a structure for mentoring, coaching and line managing catering staff.
* To act as Performance Manager for members of the catering team, carrying out PM reviews in line with BWCET policy and setting challenging and appropriate targets.
* To ensure effective induction of new staff in line with BWCET procedures.
* To promote teamwork and to motivate staff to ensure effective relations.
* To provide advice to colleagues on career development.
* To support and challenge team members, including in circumstances when they are underperforming.

**Other**

* Undertake other various responsibilities as directed by the Chef Manager or Cluster Manager.
* To actively promote BWCET and liaise with outside agencies as necessary, representing BWCET as appropriate.
* To maintain a presence around the school site to ensure that the highest standards of behaviour and site-usage are upheld.
* To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate.
* To be active in issues of staff and student welfare and support.
* To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To demonstrate a commitment to Equality of Opportunity for all members of the BWCET community.
* To fully encapsulate the school community and actively participate in other areas/aspects of school as directed by either your Head Teacher or Cluster Manager.

**Additional Information**

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**June 2022**