



JOB DESCRIPTION

JOB TITLE:
Catering Supervisor

REPORTS TO (Job Title):
Office Manager/ Head of School

Grade 4

1. MAIN PURPOSE OF JOB

To ensure that high quality meals are prepared, cooked and delivered to pupils and staff in accordance with health and safety legislation and nutritional standards.

2. KEY TASKS:

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| i. | To manage the day to day operations of the catering team to ensure the preparation, cooking and deliver of meals meets health and safety and nutritional standards. |
| ii. | To recruit and induct new colleagues. |
| iii. | To co-ordinate the team to cover absence and carry out the school attendance management policy as appropriate. |
| iii. | To manage the catering budget and ensure that goods and services are procured using the principles of best value. To ensure regular rotating of stock and stock checks are carried out. |
| iv. | Prepare and update menus to ensure nutritional standards are achieved.. |
| v. | Daily check of all equipment including temperature control for fridge, freezers, and all other equipment used daily in the kitchen. |
| vi. | To ensure kitchen cleanliness meet food hygiene and health and safety standards. |
| vii. | To ensure staff are fully trained in all aspects of food hygiene and general health and safety. |
| viii. | To ensure all COSHH paperwork is available for cleaning consumables. |
| vix. | To ensure that all pupil and staff expenditure is recorded on the cashless catering system computer software package. |

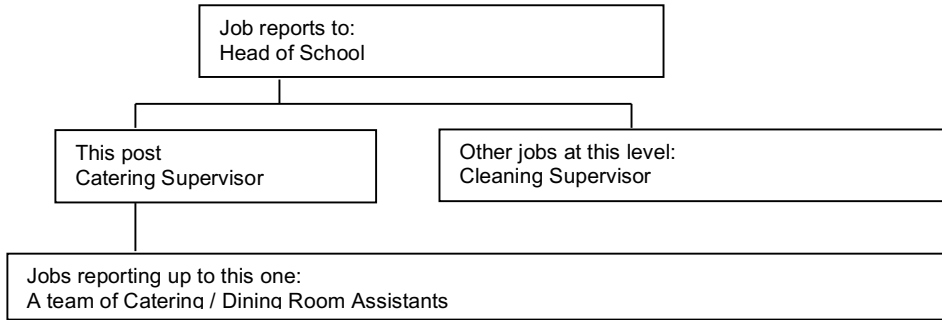
3. SUPERVISION / MANAGEMENT OF PEOPLE

- Day to day management of the operations of a team of catering assistants/ dining team.
- Recruitment of all catering assistants adhering to the school's recruitment and selection procedures.
- Training of all catering assistants in accordance with the school health and safety policies..

4.	<p>CREATIVITY & INNOVATION</p> <ul style="list-style-type: none"> • The supervisor creates interesting and varied weekly menus ensuring nutritional meals are provided within the government guidelines. • Responsible for setting up and operating systems to ensure the team can complete the tasks allocated within the hours assigned.
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>Internal:</p> <ul style="list-style-type: none"> • Daily contact with catering personnel in relation to allocation of tasks. • Liaison with school staff. • Liaison with the Finance and Facilities Manager regarding Health and Safety issues. <p>External:</p> <ul style="list-style-type: none"> • Liaison with catering suppliers ensuring best value is achieved. • Liaison with the CYC inspection and monitoring team.
6.	<p>DECISIONS – discretion & consequences</p> <ul style="list-style-type: none"> ▪ The supervisor is required to use their initiative and discretion in dealing with staff. ▪ Co-ordination of the team to cover absence. ▪ The supervisor is the initial point of contact for the catering team for all human resource issues. • Responsible for ensuring food is of nutritional standard and reprimanding catering personnel in instances when the work does not meet the standard.
7.	<p>RESOURCES – financial & equipment (<i>Not budget, and not including desktop equipment.</i>)</p> <ul style="list-style-type: none"> • Shared responsibility for proper use of food and safekeeping of all kitchen equipment. • Responsible for stock control and rotation of food and consumables..
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands</p> <ul style="list-style-type: none"> • Provide meals for pupils and staff. • Respond to notice of functions and meetings that may require catering provided. • Recruitment and selection of personnel. • Day to day management of all catering assistants to ensure all tasks are completed in the time allocated. • Management of staff absence in accordance with school’s attendance management policy. <p>Physical demands</p> <ul style="list-style-type: none"> • Moderate physical effort which will involve walking, standing, bending, some lifting and operation of use and cleaning of kitchen appliances. <p>Work conditions</p> <ul style="list-style-type: none"> • Work is carried out indoors. There will be some exposure to heat and unpleasant conditions. <p>Work context</p> <ul style="list-style-type: none"> • Work involves minimal risk to personal safety.
9.	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> • The Supervisor requires a sound knowledge of the nutritional standards provided by the government to ensure balanced meals are provided for the children. • Knowledge of the school attendance management policy.

- Knowledge of first aid.
- Knowledge of recruitment and selection procedures for schools.
- Basic Food Hygiene Certificate is essential.

10. Position of Job in Organisation Structure



Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			
Job Analyst			