



Job Description

Vacancy Reference No:**Job Title:** Catering Supervisor**Job Number:****Directorate:** PEOPLE**Post Number:****Service:** Schools**Grade:** 3**Location:** ALL SAINTS C OF E PRIMARY SCHOOL**Job Purpose:**

Supervise the production of school meals, preparing, cooking and serving food and beverages, ensuring an efficient operation, compliant with Food Safety regulations and in accordance with laid down procedures and practices in school.

Job Description:

- To lead in the food/meal production in school
- Ensure the Kitchen is compliant with all Food Hygiene and Health and Safety Legislation and immediately reporting any activity or occurrence that may prove a danger to yourself or others
- Ensure the Kitchen is cleaned in line with Food and Hygiene requirements, including equipment, floors, walls
- Ensure the equipment and machinery is maintained in a clean safe order; reporting any repairs/defects/shortages as appropriate
- Ensure the safe storage of food provisions, including recording deliveries, temperature checks, stock rotation
- Receive goods, checking condition and temperature, rejecting the delivery if necessary
- Complete records e.g. stock takes, temperature checks, food wastage
- Be responsible for stock ordering, stock control and stock rotation
- Be able to provide allergen information and know the risks of allergen cross-contamination and how to prevent this
- Ensure pupil allergens and special dietary requirements are met, and that all pupils receive the correct meals
- Amend pupil dinner check lists during service and reporting changes to the office
- Quality control of food, ensuring quality and presentation at service point
- Portion and serve food - responsible for portion control and staying within price per meal and labour
- Replenish food items during service
- Work with the Business Team and Headteacher: team briefs, catering meetings, operational concerns, catering audits, setting targets, menu planning, planning events, promote school meals, maximise uptake, promote healthy eating, theme days, parent lunches, parent evenings, tasting sessions etc.
- Working within a commercial kitchen, prone to heat and cold such as handling frozen goods or moving hot food
- Lifting of heavy objects – food deliveries, large pans etc. up to the legal manual handling limit
- Standing and/or walking during the shift
- General kitchen duties (e.g. washing up, setting up and putting away equipment, tables and chairs).

- Working effectively as part of a team
- Comply with the information provided in the Staff Handbook.
- Supervise the General Kitchen Assistant
- Ensure Catering Staff under your supervision adhere to all Policy and Procedures, and comply with Food Safety Legislation
- Attend training courses as required
- Any other duties and responsibilities within the range of the salary grade.

All employees

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements

All employees

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy

Duties which include processing of any personal data must be undertaken within the school's data protection guidelines.

Responsible for:

Responsible to: Headteacher, Senior Leadership Team & Business Admin Team

Date Reviewed: June 2022

Updated:



Person Specification

Job Title:	Catering Supervisor	Job Number:	
Directorate:	People	Post Number:	
Service:	Schools	Grade:	3
Location:	ALL SAINTS C OF E PRIMARY SCHOOL		

Area	Description
Knowledge:	<ul style="list-style-type: none"> • Knowledge of operational Catering • Food Hygiene in a commercial catering environment • Personal Hygiene in the preparation and serving of food • Awareness of manual handling • Awareness and understanding of current legislation and guidelines relating to nutrition, food and hygiene, Health and Safety and COSHH • Knowledge of food allergies and intolerances, and special dietary requirements
Skills and Abilities:	<ul style="list-style-type: none"> • Ability to work in an organised manner • Ability to work under pressure • Excellent inter-personal skills for working with catering team, School Staff, Pupil, Parents • Have a passion for food, desire to deliver a high quality lunch time meal for pupils • The ability to understand direct instruction from your Line Manager or from the Senior Management team • Flexible approach, willing to take on new ideas to improve the service to the customer • Professional approach which generates credibility and confidence. • The ability to work independently but also are a good team player when the need arises. • Able to prepare and cook food using fresh ingredients and present food in a variety of ways to meet customer requirements • Able to work within in specified budget • Able to respond and resolve customer's needs, referring issues to senior staff as required • Able to identify stock requirements and receive and check goods received. • Able to follow menu and recipe specifications in preparing meals and assist with the design of new menus • Able to assist in the production of up to 250 meals within set deadlines • Able to lift heavy kitchen equipment and provision items.
Experience:	<p>Experience of working in a similar role would be beneficial:</p> <ul style="list-style-type: none"> • Experience in the production of commercial meals in either a paid or non-paid capacity, including staff supervision, stock control and ordering and serving food to customers • Supervisory experience in a Catering establishment
Educational:	<ul style="list-style-type: none"> • Good Standard of Education, Catering Experience • Food Allergy Training • Basic Food Hygiene Certificate • City & Guilds 706/1 or NVQ2 in Food Preparation or relevant experience considered
Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Date Reviewed: June 2022

Updated: