

## Catering Supervisor - Job Description

<b>POST</b>	Catering Supervisor
<b>LOCATION</b>	Sowe Valley Primary School
<b>DURATION</b>	Term Time Only

### Purpose of the Job

- To be responsible to the Head Teacher and Governing Body as an effective member of the school's staff team.
- To produce and serve a range of midday meals for pupils and staff in accordance with catering policies and procedures to the standards required and undertake general supervision duties of staff and undertake associated tasks such as cleaning, presentation and serving of food.
- To be responsible for securing the safety, welfare and good conduct of pupils during the midday break in accordance with laid down procedures and practices of the Authority and under the direction of the Head Teacher and Governors Body.
- Work in close co-operation with all stake holders, individually or as a member of the team.
- To ensure confidentiality is maintained at all times.

### Main Duties and Responsibilities

- Prepare dishes using a range of predominantly pre-prepared products or groups of products which require assembling to produce a finished menu item.
- Check deliveries on arrival for quality/quantity, correct temperatures and record information on appropriate forms.
- Responsible for placing orders for food and cleaning materials, controlling stock levels and undertaking basic bookwork including costings and achieving food, labour and materials targets.
- Probing of food, taking and recording temperatures of food as required by regulations, and keeping samples for analysis as per contract.
- Effectively organise the serving of food to pupils and staff and the washing up.
- Ensure food costs, standardised ordering and menu specifications are adhered to. To achieve the budgetary targets set for food, labour and materials by maintaining low stock levels of food and materials, following standard recipes and serving correct portions.
- Completion of menu in accordance with site requirements. Plan and cook menus in accordance with the client's needs and National Nutritional Standards and working to the agreed costs.
- Keep accurate records.
- Implement safe working practices with regard to Health & Safety, Food Hygiene Regulations and maintain high standards of Personal Hygiene.
- Report repairs/defects to the School Business Manager.
- Attend training courses when required.
- Setting up and putting away general dining room furniture and service counter areas, where applicable, paying attention to general cleanliness.
- Ensure that the Food Safety policy is implemented.
- Undertake periodic stock inventories.
- Responsible for laundry - tea towels, dishcloths, etc.
- Supervision, motivating and induction of general kitchen staff.
- Liaise with visitors, school business manager head teacher, and area managers.
- Responsible for undertaking the duties of the job with due regard for the School's Equal Opportunities Policy.
- Any other duties and responsibilities within the range of the salary grade.

**Risk Management**

- Follow all Health and Safety procedures and policy, ensuring that support is provided was necessary to the practices within school.
- Ensure that all matters with regard to Health and Safety practices are related to the Site Services Officer, School Business Manager or Head Teacher as necessary to ensure the safe practice within school.
- Follow Risk Assessment guidelines as laid down for catering and lunchtime supervision.
- Act upon the risk assessment procedures that are in place to support all learners and staff.

**Professional Responsibility**

- Undertake an annual review to discuss achievements in line with the job description and identify any training needs.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
- Any other duties and responsibilities within the range of the salary grade.

**Reviewed: March 2024**

---

**Catering Supervisor – Person Specification**

**POST** Catering Supervisor  
**LOCATION** Sowe Valley Primary School  
**DURATION** Term Time Only

<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of practical catering procedures.</li> <li>• Knowledge of cleaning procedures and schedule planning.</li> <li>• Knowledge of Health and Safety; Food Hygiene and Personal Hygiene legislation in a catering environment.</li> <li>• Knowledge of compiling menus and what is required for a balanced diet.</li> <li>• Knowledge of budgets and targets, applying cost controls.</li> <li>• Knowledge of general administration.</li> <li>• Knowledge of purchasing, invoicing, stock control system.</li> <li>• Knowledge of customer care requirements.</li> <li>• Knowledge of Child Protection and Safeguarding.</li> <li>• Maintaining confidentiality.</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Able to control and manage a catering operation to ensuring that all specified duties, performance standards and legal requirements are adhered to</li> <li>• Able to supervise one employees, e.g. personnel organisation, delegation, motivation, identifying poor performance and liaise with senior staff.</li> <li>• Excellent communication skills to deal with enquiries, both face to face and on the telephone.</li> <li>• Able to undertake training, when required to do so, in Health and Safety, Food Safety, Customer Care, Manual Handling and the preparation, cooking and serving of food.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of maintaining health &amp; safety and hygiene standards.</li> <li>• Experience of stock control and working within specified budgets; staff management; supervision; training.</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Certificate of Basic Food Hygiene.</li> <li>• A willingness to participate in in-service training and professional development.</li> <li>• Training in relevant Health and Safety, first aid, infection control and manual handling procedures is preferred.</li> <li>• Basic literacy and written skills to be able to undertake training, when required, to understand the importance of Health and Safety; Food Safety; Manual Handling and Customer Service.</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> <li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul>