

King Edward VI HANDSWORTH GRAMMAR SCHOOL

JOB DESCRIPTION

Job Title: Catering Supervisor

Division: Catering

1.0 JOB PURPOSE:

- 1.1 To organise, supervise and provide a quality catering service for the school

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 To be responsible for the preparation, cooking and service of food ensuring that efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained
- 2.2 To plan, operate and control the production and service of food related duties. To devise set programmes of work for catering staff and to supervise the work of catering staff on a daily basis
- 2.3 To devise menus to ensure a variety of meals are served in the school which cater for different dietary requirements as appropriate and in accordance with the current Nutritional Standards
- 2.4 To order all food goods and other commodities required from the recognised suppliers in accordance with the catering requirements of the school and to the agreed school catering budget.
- 2.5 To control food stock to include maintaining stock records and ensuring the correct completion and submission of all appropriate returns and records
- 2.6 To act as health and safety co-ordinator within the school kitchens, ensuring the correct completion and submission of all appropriate returns and records
- 2.7 To act as health and safety coordinator within the school kitchens, ensuring the recognised health and safety procedures and practices are adhered to by all catering staff working within the school kitchens
- 2.8 To ensure and adjust in conjunction with the Facilities Manager, the levels of staffing within the school catering team so as to ensure an efficient catering service which fulfils the School's catering requirements. To participate in the selection, appointment and induction of new catering staff as authorised.
- 2.9 To organise, control and assist with school catering functions at the direction of the Facilities Manager. To supply information for appropriate invoices to be raised in respect of catering functions and services made available to users of the school's premises and facilities
- 2.10 To carry out Performance Management Interviews for catering staff
- 2.11 To carry out on-site training for all catering staff as required
- 2.12 To be aware of and adhere to applicable rules, regulations, legislation and procedures, e.g. City Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection, Environmental Health inspections)

- 2.13** To maintain confidentiality of information acquired in the course of undertaking duties for the school
- 2.14** To operate basic range of ICT software Word, Internet etc
- 2.15** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.16** To ensure all tasks are carried out with due regard to Health and Safety
- 2.17** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.18** To adhere to the ethos of the school
 - 2.18.1** To promote the agreed vision and aims of the school
 - 2.18.2** To set an example of personal integrity and professionalism
 - 2.18.3** Attendance at appropriate staff meetings and parents evenings
- 2.19** Any other duties as commensurate within the grade in order to ensure the smooth running of the school

PERSON SPECIFICATION

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Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Relevant large scale catering experience	AF/I
	School Experience	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Minimum Level 2 Numeracy and Literacy skills	AF/I
	Basic ICT skills	AF/I
TRAINING	Willingness to undertake relevant training	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	Food Hygiene NVQ 2/3 in catering	AF/I

OTHER	Customer focused approach to service provision	AF/I
	Demonstrate a positive approach to the role	AF/I
CONTRA INDICATION	Unsatisfactory DBS check	AF/I
	Criminal convictions involving offences against children	AF/I
	Ineligibility to work in the UK	AF/I
	Inability to work under pressure	AF/I