
Job description: Catering Supervisor

Salary Range:	TDA
Responsible to:	Estates and Facilities Manager
Working with:	Catering team, Education staff, Care staff, Governors, SLT and all other members of the Estates and Facilities Team

PURPOSE OF THE JOB: To supervise the catering team and provide catering services across the Academy, ensuring the highest standard and compliance with industry regulations.

KEY RESPONSIBILITIES:

1. Supervise and organise the catering team to assist you in the preparation, cooking and serving of a meal and breaktime provision for students and staff of the Academy.
2. Ensure efficient ordering of meals each day from external provider.
3. Ensure that meals take into account special diets, allergens and food intolerances.
4. Manage the relationship with external provider and discuss recommendations/improvements using feedback from students and staff.
5. Promote a positive, effective, and caring image of the Catering Team throughout the academy and to act as liaison with Education in regard to food choices and other service issues.
6. Ordering and costing, checking all deliveries of food for quality and quantity against delivery note.
7. Overview of the budget for food & other catering items, ensuring costs are good value and within the allocated budget.
8. Control charging of staff meals, including checking off of lunch cards purchased from the Finance Team.
9. Ensure the correct storage and daily stock control of food.
10. Supervise other members of the Catering Team ensuring that the catering service is run effectively and efficiently
11. Oversee the health and safety of the Catering team and all areas controlled and run by the Catering team.
12. Responsible for ensuring all food production complies with the food safety legislation and completion of all necessary paperwork to remain compliant.

13. Organise the catering team's daily cleaning routine and the special cleaning programmes undertaken during non-term time.
14. Preparation of special meals for functions and special occasions regarding hospitality requests. Organisation of packed lunch requests for staff and students.
15. Administer and record regular stock taking.
16. Ensure the Catering department remains 5 star rated in regards to its Food Hygiene Inspection as undertaken by the Local Authority.
17. To assist with training and coaching of the kitchen staff and on occasion in conjunction with the Estates and Facilities Manager

Other Duties:

1. To participate in annual performance appraisals and undertake relevant staff development.
2. To be responsible for the health and safety of self and others (in accordance with the Academy's Health & Safety Policy).
3. To provide cover in other areas as required.
4. To carry out any other appropriate duties requested by the Director of Finance and Resources or the Estates and Facilities Manager
5. To make secure all buildings on leaving the site.
6. To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with the Academy's Safeguarding Policy & Procedures.

The above list is indicative and not exhaustive. The Catering Supervisor is expected to carry out all such additional duties as are reasonably commensurate with the role.

I accept this job description as a definition of the key responsibilities and duties of the post of Catering Supervisor.

I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed.....

Date.....

Print name.....

Person Specification: Catering Supervisor



Criteria	Essential	Desirable
Ability to work in a safe manner	✓	
Effective communicator and team member	✓	
Previous experience within a Catering role	✓	
Previous experience of supervising and managing a team		✓
Willingness to study towards a BSL qualification	✓	
Food Hygiene Qualification (Level 3)		✓
Ability to menu plan, food costings and stock control	✓	
Previous experience working within a multi-site operation		✓
Ability to manage, motivate and train staff	✓	
Minimum of NVQ level 2 catering qualification or equivalent	✓	
Knowledge of COSHH and HACCP	✓	
Awareness of food allergies and intolerances	✓	
Food Nutrition Qualification		✓
Knowledge of Excel, Teams and other Microsoft systems	✓	
Proactive about looking at ways to constantly improve the service	✓	