

## **JOB DESCRIPTION**

<b>Job Title:</b>	Catering Supervisor
<b>Disclosure Level:</b>	Disclosure Barring Service – Enhanced Certificate
<b>Responsible to:</b>	Chef Manager
<b>Liaison with:</b>	Catering Team members, School Leaders/staff, Pupils/Students, Support Services Teams, External Stakeholders

### **Job Purpose:**

To support the Chef Manager and cover in their absence with organising and supervising the unit in accordance with and to the standards required by ATLP and statutory Regulations. Assist with the delegation of day to day responsibilities to the Catering team, to produce and deliver a high quality and cost effective service of food. Responsible for assisting with the preparation, cooking and service of food to agreed standards and specification. You will help lead, develop and motivate your team, in order to create a positive work culture and ensure all objectives are met.

Ensure Trust policies, processes and procedures are followed at all times, ensure high quality service delivery is maintained at all times and work effectively with all internal and external stakeholders.

### **Main Duties and Responsibilities**

- To support the chef manager with training and teaching the team to prepare and serve healthy and appetising meals that help to attract additional customers and increase the overall uptake of school meals including free school meals.
- To support the Chef manager with overseeing the provision of catering services within an agreed budget within ATLP schools.
- To respect and ensure staff respect ATLP rules, maintaining operational standards at all times

### **OPERATION:**

- To prepare, cook and help support assembling menus that are compliant, nutritionally analysed & that are carefully prepared and appropriate in balance colour, content, style and cost.
- To support the chef manager with delivering any training according to the training plan and help identify further areas of development needed.
- To assist with the administration of the bookkeeping system and reporting the weekly financial performance to the Catering Operations manager.
- To assist the chef manager to plan and provide a minimum of 12 appropriate and exciting special days annually with the assistance of the marketing toolbox.
- To support the Chef Manager with ensuring that all operations are compliant with legislation.
- To help raise the profile of nutritious school food with the pupils and staff.

- To work throughout the service as required.
- To provide management cover during absence.
- To attend any scheduled meetings with the purpose of encouraging two-way dialogue with customers and superiors.

#### **CATERING STAFF:**

- To assist with motivating; inducting, training, supporting, organising and delegating.
- To help identify key areas where development is needed, planning & executing the delivery of development.
- To ensure that all staff are presentable, professional and representing the image of the school always.
- To provide management cover during sickness and holidays.
- To complete any training sessions requested.

#### **BUDGETS:**

- To monitor and support that all meals are being served according to the recipes and budget provided.
- To support the Chef Manager with stock taking.
- To support that stock and cash are accurately recorded daily and kept within agreed financial targets to control and monitor all areas of expense to ensure achievement of the budget.
- To assist the Chef Manager with finance reporting to the Catering Operations Manager
- To complete any other reasonable task as requested.
- Ensure you comply with Health & Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others.

#### **Conditions of Employment**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

#### **Safeguarding and Data Protection**

Work within the requirements of Data Protection legislation at all times.

Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

### **Additional conditions**

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order  
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

**Person Specification: Catering Supervisor**

**Method of Assessment:**      **AF – Application form**                      **I – Interview**

<b>CRITERIA</b>		<b>Essential/ Desirable</b>	<b>M.O.A.</b>
<b>QUALIFICATION</b>	<ul style="list-style-type: none"> <li>NVQ Level 1 &amp; 2 or City &amp; Guilds 706/1 and 2 or equivalent</li> <li>Level 2 Food Hygiene certificate</li> </ul>	E  E	AF/ Certificates
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Relevant catering experience</li> <li>Experience of working in school environment</li> <li>Understanding of Health and Safety requirements and knowledge and experience of safe working practices</li> <li>Ability to comply with legislation and follow all rules and regulations, particularly with regard to uniform, personal hygiene and health and safety</li> <li>Fluent in English with strong communication skills, both verbally and in writing with a range of stakeholders</li> </ul>	E D E  E  E	AF, I AF/I AF, I  AF, I
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>The ability to use a computer and technology</li> <li>Highly self-motivated, confident, decisive and able to work with limited supervision</li> <li>Ability to work with others as part of a school catering team and the wider Trust team</li> </ul>	E E  E	AF/I I  AF/I
<b>VALUES/ BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>Committed to and able to promote the aims of the school and the values of the school and the Trust</li> <li>Willingness to share expertise, skills, and knowledge</li> <li>Takes pride in their work, personal appearance and hygiene and strives to deliver above and beyond expectations of management and customers/clients</li> </ul>	E  E  E	I  I  I
<b>CONTRA INDICATION</b>	<ul style="list-style-type: none"> <li>Positive Disclosure relating to young people or vulnerable adults</li> </ul>		