

Catering Supervisor

Reference No.	A4158	Type	Generic
Service	Facilities Management		
Job Family	Technical 4	Grade	FC4

Purpose

Responsible for all activities in the kitchen and its surrounds including cooking, organisation and supervision of food service. Supervising staff working in the kitchen.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Preparing food and all associated cooking (including special dietary meals, menu planning and portion controls).

Organising and supervising a food service.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

	E	D
Cooking experience in a relevant environment	✓	
Understanding dietary and nutritional needs		
City and Guilds 706 1 or 2 or equivalent	✓	
Elementary food hygiene certificate	✓	
Intermediate food hygiene certificate	✓	
Ability to provide a regular and effective service		✓
	✓	
Prioritisation skills	✓	
Initiative taking skills	✓	

Role Profile

Controlling hygiene, health and safety including security of the kitchen and its surrounds.	Understanding of health and safety requirements ✓ Understanding of HACCP procedures OPC certificate or relevant experience ✓	✓
Ensuring maintenance and security of equipment.	Manual handling awareness	✓
Serving food and beverages and recording payment	Cash handling skills ✓ Customer care skills (Focus on customers) ✓	
Adhering to budget controls, record keeping e.g. ordering of supplies, stock control and 4 weekly collation of sales and purchases as well as completing required paperwork including electronic returns.	Administration skills ✓ Literacy skills ✓ Numeracy skills ✓ Costing experience ✓ IT skills (Embrace technology and information)	✓
Directing and supervising of employees within the kitchen as required and operational control of service (including allocation of duties, work rotas and training).	Communication skills ✓ Supervisory skills ✓ People management skills Team working skills (Work together) ✓ Organisational skills ✓	✓

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
MOBILE CATERING SUPERVISOR			
You may be asked on a daily basis to move from one establishment to another to provide cover. When not providing cover you will remain in the establishment specified in your base. Some degree of flexibility in working arrangements may be required	Ability to travel throughout Fife within a limited timescale		
Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required			
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.			
Additional Information – the following information is available:	Expected Behaviours		
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>		