

## CATERING SUPERVISOR HIGH SCHOOLS

Reference No.	A4156	Type	Generic
Service	Facilities Management		
Job Family	Technical 5	Grade	FC5

### Purpose

Responsible for all activities in a larger, high volume kitchen and its surrounds. Connected with the provision of a catering service which may include satellite services.

Co-ordinate the activities of staff working within the catering environment.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Organising and supervising a food service, (preparing and cooking) portioning control of meals and provision of special dietary meals.	Cooking experience in a relevant environment  Understanding dietary and nutritional needs  Elementary food hygiene certificate  Intermediate food hygiene certificate  City and Guilds 706 1 or 2 or equivalent  Time management skills  Marketing skills	✓  ✓  ✓  ✓  ✓  ✓	✓  ✓  ✓

## Role Profile

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Adhering to budgetary targets, record keeping e.g. ordering of supplies, stock control, re-conciliation of sales and purchases, cash handling.	Numeracy skills  Literacy skills  IT skills  Costing experience  Cash handling skills	✓  ✓  ✓  ✓  ✓	
Controlling of hygiene, health and safety in the kitchen as well as packaging and transportation of meals to other establishments.	Understanding of health and safety requirements  Organisational skills  Understanding of HACCP procedures  COPC certificate or relevant experience  Prioritisation skills	✓  ✓  ✓  ✓	✓
Ensuring security of the kitchen and its surrounds including the maintenance of kitchen equipment.	Manual handling awareness  Ability to provide a regular and effective service	✓  ✓	

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Supervising employees, including allocation of work rotas and training.	Supervisory skills  Communication skills  Customer care skills  People management skills  Experience in staff training  Team working skills  Initiative taking skills	✓  ✓  ✓  ✓  ✓  ✓	✓
Using IT systems including cashless purchase system, email, payroll system and council software.	Working knowledge of cashless catering system  Confident user of IT applications, showing ability to use packages effectively  Administration skills	✓  ✓  ✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility	Skills, Knowledge Qualifications or Experience	E	D

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<p><b>Before confirming appointment:</b> 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.</p>	
<p><b>Additional Information</b> – the following information is available:</p> <ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p><b>Expected Behaviours</b></p> <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>