



Post Title	Catering Supervisor
Department	Catering
Salary Band/Range	Grade 4 £19,312 - £19,698 Actual Salary £13,330 - £13,597 approx
Responsible to	Head Teacher
Location	Highfields Primary Academy
Working Hours	30 hrs per week (6 hrs per day)

Job Purpose

The post holder is responsible for delivering a high-quality catering service with efficient organisation and management of the kitchen operation and supervision of the catering team.

Key Responsibilities

- Ordering, preparation and cooking of food for break time, lunches, buffets and promotions.
- To plan, operate and control the production and service of food related duties.
- Devise menus to ensure a variety of meals are available which cater for different dietary needs as appropriate, in line with the School Food Standards.
- Completing documentation relating to the in-house Food Safety Management System- H.A.C.C.P e.g recording of food temperatures during cooking and serving of food, recording of food on delivery, recording temperature of hot hold and cold holding equipment.
- Set and implement Quality Assurance and financial control systems to provide accurate information on performance and ensure that all appropriate action is taken to maintain the required standard/target.
- To set and maintain a high standard of quality food presentation and service. All food being served must be at the correct temperature, served in an appropriate manner.
- To ensure that service times and requirements are met.
- To serve meals and assist the customer in choice of dishes, promoting at all time the Academy healthy eating ethos.
- To prepare or delegate preparation of dining area for all types of catering requirements.
- Assist when necessary in any or all of the cleaning duties carried out to maintain the high standard of cleanliness required by the service.
- To carry out any duties including training or catering required outside normal working hours and/or work in other locations within the catering Service.
- Develop and ensure the effective promotion of the service through merchandising and marketing.
- To set and maintain a high standard of food quality presentation and to enhance the meal service.

People

- Manage and lead a team of catering staff, ensuring they are appropriately trained and developed to carry out their duties

Safeguarding

- Highfields Primary Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

Finance

- To comply with the schools financial procedures in relation to the ordering, receiving of food and equipment and all other catering related administration. Direct responsibility for checking and banking of monies where applicable.
- To ensure budgetary targets are adhered to by appropriate costing of menu items, ordering of foodstuff, controlling stock, equipment and labour.

Buildings and Equipment/Health and Safety

- Ensure the safe and proper use of any relevant buildings and equipment in accordance with school Policy.
- To ensure that all catering practices are carried out in accordance with legislative requirements and school policies, i.e. Health and Safety and Food Hygiene.

Policies and Procedures

- The post holder will be accountable for ensuring that he/she is aware of School policies and that all duties and responsibilities are carried out in line with these.

Other Conditions.

- Highfields Primary Academy is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Trust retains the right to amend job descriptions to reflect changing requirements.
- Highfields Primary Academy is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Catering Manager - Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	NVQ 2 Award in Hospitality and Catering Principles Level 2 Food Safety Or equivalent	Level 3 Food Safety NVQ 3 Award in Hospitality Supervision and Leadership Principles Level 2 Food Allergen Awareness Or equivalent	Certificates Application Form Practical Test

Skills & Abilities	Able to cook and present food to a high standard Budgeting skills, able to manage food and staffing costs against a set budget Ability to monitor and evaluate the performance of both individual staff and the team Ability to deliver the Academy objectives and meet individual customer needs and expectations Effective communication skills, including verbal and written Able to deal effectively with customer complaints. Able to use and operate a range of catering tools and equipment	On the job training Ability to analyse and interpret information or situations in order to solve problems and develop plans over a short term	Application Form Interview Practical Test
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Experience & Knowledge	Experience and knowledge of large scale catering	Financial monitoring and evaluation procedures	Application Form
	In-depth knowledge of practical cookery skills	ICT experience	Interview
	Experience of managing a catering unit	Experience with personnel and disciplinary procedures	
	Knowledge and experience of working with relevant legislation within a catering environment including - Health and Safety and Food Hygiene Regulations.	Experience of undertaking performance management (PM)interviews	
	Experience handling and of dealing with customer complaints	Experience of target setting in relation to PM	
	Experience of staff management Experience of leading and supervising a team		
Experience of recruitment and selection of staff			

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high-quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview

	Leadership - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview
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Other Requirements	A flexible attitude to working hours Adaptable and willing to participate in training relevant to the role	Interview
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