Job Description

Details of Post

- Title: Catering Supervisor (Level 2)
- School/ Federation/Academy/Trust: St Mary's CE Primary School
- Reporting to:
- Main Workplace:
- Post Number:
- Grade and SCP: Grade 3 (SCP 4)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of Post

Under the instruction / guidance of senior staff; oversee food production including menu planning, food preparation, portion control, presentation and service.

Principal Duties and Responsibilities

1. Operational Tasks

Cooking;

- Preparation of meals: cook food in accordance with agreed recipes/methods.
- Prepare ingredients for meals under direction.
- Decant and/or serve food for transportation to other schools and in own school servery.

Maintenance of hygiene;

- Ensure that cooked and raw foods are kept separate during the preparation/cooking/service process.
- Ensure that clean and dirty processes are kept separate.

Cash Handling;

- Reconcile daily income (cash or via the Accord card system), banking and related administration and record keeping in accordance with financial procedures.

2. Resources Tasks

- Create and maintain a purposeful, orderly and productive working environment.
- Maintain records as requested.
- Plan menus, following guidelines on nutrition and healthy eating.
- Ensure availability to staff of equipment and supplies.
- Monitor and manage supplies within an agreed budget, cataloguing resources and undertaking audits as required.
- Refill and replace consumables.

- Report faulty equipment and other maintenance requirements to appropriate person.
- Maintain the security of school premises by securing entrances/ exits as appropriate and reporting potential security breaches.
- Ensure security of the school kitchen including freezers, stock cupboards etc.
- Ensure lights and other equipment is switched off as appropriate.

3. Organisational/Supervisory Tasks

- Monitor and manage stock and supplies, cataloguing as required and ensure their hygienic storage in accordance with domestic and catering standards.
- Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with domestic and catering standards.
- Develop contact with the suppliers of food and cleaning materials.
- Maintenance of specialist equipment checks for quality/safety, and report other damages/needs.
- Complete the weekly catering returns, timesheets and other necessary records.
- Direct other staff in cooking activities.
- Organise cooking routines to comply with specified standards.
- Ensure compliance by self and others of equipment and materials.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Train new staff in Health, Safety and food hygiene issues as appropriate.
- Liaise with sitekeeper or other designated supervisor.
- Comply with recipe costings and ensure menu adherence.
- Ensure effective portion control and minimise wastage.
- Comply with current Food Safety legislation.

4. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

7. Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder: ……

Signed: …… Date: ……..

Name of line manager: ……..

Signed: …… Date: ……..