

Job Profile

Catering Supervisor – Grade 4

Responsible to: Headteacher

Responsible for: Catering staff and Lunchtime Supervisors

Purpose and values of department

To be responsible for the operation of the catering service to the required standard of the school specifications laid down by the County Catering Service; the management and development of staff.

Support to Pupils

- Skilled cooking and preparation activities
- Preparation of special dietary meals
- Ordering supplies
- Control of hygiene and health and safety
- Record Keeping
- Direction, supervision and training of staff
- Operational control of service points including transporting meals
- Transporting and serving meals
- Setting up and clearing away of service points
- Movement of furniture and dining equipment
- Washing up
- Cleaning kitchens, equipment and surrounding areas
- Cleaning dining furniture and equipment
- Adjustment of casual staffing levels
- Collection and reconciliation of monies in consultation with Clerical Staff
- Other related duties as directed.

Support to Other Staff

- Support Catering Functions eg Fathers' Day Breakfast, Mothers' Day and Leavers' lunches
- Emergency Feeding.

Professional Accountabilities

The post holder is required to 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. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

PERSON SPECIFICATION Catering Supervisor

	Criteria	Measured by
	Qualifications/Training <ul style="list-style-type: none"> • A recognised National Qualification in catering or a willingness to undertake training. • Level 2 Food Hygiene Certificate 	AF/I
	Knowledge/Experience/Skills <ul style="list-style-type: none"> • Previous large-scale cooking experience • Some management experience. • Promoting and safeguarding the welfare of children 	AF/I
	Behavioural Attributes <ul style="list-style-type: none"> • Customer focused • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively • Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. • Is committed to promoting and safeguarding the welfare of children you come into contact with. 	AF/I

AF = Assessed at Application Form I = Assessed at Interview T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***