

# **Catering Supervisor/Cook Job Profile**

**Job Title: Catering Supervisor/Cook**

**Job Grade: Grade 4 – to be reviewed after probationary period**

**Responsible to: The School Business Manager**

**Responsible for: A small catering team**

## **Statement of Purpose**

Under the direction of Head Teacher/Academy Manager and Catering Consultant to organise, develop and manage an efficient and effective catering service within the academy.

## **Key Tasks**

- To have overall responsibility for the planning, production, cooking, management and provision of nutritionally balanced school meals considering national initiatives and best practice.
- To maintain an oversight of the catering service to ensure the service provided meets the academy's needs.
- To play an active part in identifying opportunities for both the development of the service and improvements to ensure both a cost effective and quality service.
- To be skilled in the cooking, preparation and presentation of meals and to advise and support all catering assistants in these areas.
- To organise and supervise the work of the supervisory assistants in the dining room. (If applicable).
- To develop and deliver menus in line with the academy's requirements.
- To market the services actively and manage a yearly marketing programme.
- To ensure budgetary targets are met by appropriate costing of menu items, ordering of foodstuff, managing stock and equipment and control of labour costs.
- To be responsible for the accurate recording of meal numbers.
- To identify training needs and ensure the appropriate training of staff is provided as required.
- To assess staffing needs and advise on staff arrangements including recruitment, induction training and other staffing related issues, such as managing performance and attendance.

- To ensure the catering department meets legislative requirements and school policies and procedures, i.e. Health and Safety, COSHH, Food Hygiene and Allergens.
- To be part of the academy management team and to represent the catering department at all levels.
- To carry out regular briefings with the catering teams on current organisational and academy issues.
- To assist with budget setting and budget reviews as required.
- To assist the Headteacher/Academy Manager with the procurement of provisions, outlined by SFS.
- To ensure a stock control and monitoring system is implemented and maintained.
- Such other duties that is commensurate with the grade of the post.
- Control of the Management process appertaining to the cash less dining system.
- To perform duties commensurate with the Head Teachers/Academies requirements.

**Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the Academy).

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 academy'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 and effectively and 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/Academy.
- 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.
- To ensure compliance with the new recycling regulations. Adhere to recycling measures for all types of recyclable waste to help the academy cut recycling costs as well as increase recycling rates to support your sustainability goals.

### **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 Health and Safety policy.

*This is a description of the job as it is at present constituted. It is the practice of this academy to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each Manager in consultation with those working directly to him/her. You will therefore be expected to participate fully in such discussions. It is the school's aim to reach agreement to reasonable changes, but if agreement is not possible management reserve the right to insist on changes in your job description after consultation with you and your trade union.*

## Catering Supervisor Level 2

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>Level 2 Food Hygiene Qualification.</li> </ul>	I
	<b>Knowledge/Experience/Skills</b> <ul style="list-style-type: none"> <li>Previous large scale cooking experience</li> <li>Some management experience.</li> </ul>	AF/I
	<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>Customer focused</li> <li>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>Open, honest and an active listener</li> <li>Takes responsibility and accountability</li> <li>Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</li> <li>Is committed to the provision and improvement of quality service provision</li> <li>Is adaptable to change/embraces and welcomes change.</li> <li>Acts with pace and urgency being energetic, enthusiastic and decisive</li> <li>Communicates effectively</li> <li>Has the ability to learn from experiences and challenges</li> <li>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.</li> </ul>	AF/I

AF = Assessed at Application Form  
Assessed through Test

I = Assessed at Interview

T =

**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.***