

Job description

Job title: Catering Supervisor
Job ref: XS 208
School:
Grade: Dorset Grade 2
Reports to: Cook in charge / Headteacher

Main job purpose

1. To assist the Cook in Charge with the preparation and cooking of hot school meals.
2. To assist in the organisation, supervision, washing up and cleaning elements of the lunchtime service.
3. To oversee the safety, general welfare and good conduct of pupils during the break period.
4. To act as a link between the team of Midday Supervisors and the Cook in Charge/Headteacher.

Main responsibilities and duties

1. To assist in all aspects of food preparation, cooking and serving of meals.
2. To deputise in absence of the Cook in Charge, with suitable support where required.
3. To prepare the dining area for meals.
4. To carry out washing-up, cleaning of equipment and kitchen areas, as directed, including 'deep clean' during school holiday periods.
5. To clear and clean the dining areas.
6. To promote the safeguarding and welfare of children and young people in accordance with the school's safeguarding and child protection policy.
7. To organise, deploy and direct Midday Supervisors in consultation with the Headteacher (or designated member of staff) as necessary.
8. To provide advice and support to Midday Supervisors and to liaise with the Cook in Charge/Headteacher where necessary.
9. To ensure that Midday Supervisors comply with school practices and policies for the notification and recording of incidents.
10. To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
11. To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
12. To maintain good order in the dining area.
13. To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
14. To assist in the clearance of any spillages and wiping down, clearing or resetting of tables where necessary.
15. To assist in the setting up and removal of furniture where necessary

Knowledge & skills

1. The ability to train others and show good organisational skills, initiative, flexibility.
2. Good communication skills.

Relevant experience in catering to at least a Level 2 Award in Food Safety or equivalent is desirable.



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Whilst no previous experience is required, the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and sensitivity to pupils' needs is important. Budgeting experience would also be advantageous.

Supervision & management

The Postholder will be responsible for the supervision of Midday Supervisors, (in some schools this may include undertaking PDR's).

Problem solving and creativity

1. Work to strict deadlines when planning day to day activities.
2. Work within established routines and budgets
3. Follow guidelines on nutritional content as set out by the Cook in Charge.

Key contacts & relationships

1. To deal with routine enquires from staff, students, visitors etc but to refer more complex queries affecting the service / arrangements to the Cook in Charge/Headteacher.
2. To work as a co-operative member in a team of supervisory assistants
3. To liaise as necessary with other school staff.

Decision making

1. Work within the available budget and nutritional guidelines as directed by the Cook in Charge.
2. Preparing foodstuff in accordance with menu provisions.
3. Supervise the movement and conduct of pupils and intervene, as appropriate, to establish safe and proper behaviour.
4. Use their personal judgement, within any guidelines and policies issued by the school, to define the nature, level of intervention and referral of any issues to senior staff.
5. Contribute to the management of the other Midday Supervisors.

Resources

1. Handle and operate a range of kitchen and food preparation equipment (e.g. Ovens, hobs, food processors, cutting equipment, pans and catering machinery).
2. Participate in training and wear personal protective equipment as necessary.

Working environment

The Postholder will be working in a Kitchen environment. Exposure to hot equipment and materials will be on a daily basis. There is a requirement to transport/carry food trays and kitchen equipment (not exceeding 25kg).

Approval			
Prepared by		Date	
Designation			

