**2021 VAC 226**

**Job Description**

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| **Job title** | Relief Catering Supervisor |
| **Grade** | 4 |
| **Service/Team** | Catering (School Meals) |
| **Main purpose of job** | 1. To achieve set financial targets as a minimum 2. To ensure the provision of services to the City Council 3. To achieve agreed Key Performance Indicators |
| **Key responsibilities** | 1. To supervise all relevant personnel within the catering operation 2. To complete all relevant administration, purchasing, stock control, staff rotas and financial processes in accordance with council procedures and standing orders 3. To prepare and produce relevant food and beverage in line with customer requirements and legislation 4. To pro-actively work in partnership with all stakeholders to promote healthy eating and sales 5. To ensure the correct audit and financial procedures are completed |
| **Key tasks** | 1. To prepare and produce a choice of meal to the agreed standards of customer requirements and legislation 2. To ensure good kitchen practices and cooking methods are observed 3. To organise and liaise with the customer and Catering Manager in relation to catering for special occasions and liaise with the Specialist Dietitian for all dietary requirements 4. To maintain a high standard of personal and kitchen hygiene 5. Responsible for the supervision, motivation, performance, development ad discipline of relevant employees, in accordance with the procedures of the organisation 6. Undertakes to collect , balance and prepare banking of all monies and associated purchases where appropriate in accordance with Council procedures 7. Complete induction training with relevant staff and liaise with the Catering Manager and Human Resources Manager in relation to the identification and delivery of on-site training 8. Complete and comply with all administration processes, maintain training, cleaning and financial records and ensure compliance with procedures 9. Ensure all defect with plant and equipment are reported and recorded in accordance with procedures 10. Plan the menu choice to achieve the required financial targets in consultation with the Catering Manager giving due regard to customer demand, quality and portion control 11. Complete an accurate and timely stock take and provide the Catering Manager with regular trading information to an agreed timescale 12. Maintain good communication links and working relationships with all staff and customers and ensure that the appropriate customer complaints / compliments procedure is observed 13. Ensure that the policies of the venue and legislation are implemented with regard to menu choice, selection and meal provided to the customer 14. Actively promote meal uptake through the preparation, production and presentation of all foods to the highest standard 15. The postholder must wear the appropriate uniform and PPE provided (where applicable) 16. Undertake management duties on a rotational basis within any area of the catering organisation as deemed commensurate with the grading of the post |
| **Responsible for staff/equipment** | 1. All catering staff employed in the location that they are working in (this may include Catering Assistants and Assistant Catering Supervisor) 2. All kitchen equipment located within their place of work |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The postholder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council |