Bishop Bewick Catholic Education Trust

Job Description

Post Title: Catering Supervisor

Grade: BB04

Responsible to: Head Teacher

Responsible for: Kitchen Staff as allocated

Job Purpose: Providing a high quality catering service to the school by organising, preparing and serving meals in accordance with specified standards

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Specific responsibilities include:

- To organise and supervise staff and resources on a day-to-day basis to ensure the preparation and serving of the designated daily menu is in accordance with appropriate standards and procedures.
- To prepare and ensure the cooking of food is in accordance with specified standards and requirements, including the provision of special dietary meals where appropriate.
- To ensure appropriate portion control and standards of food servicing are maintained and that food is prepared for delivery to Dining Centres.
- To organise the designated menu choice to meet demands ensuring the availability of a good menu choice throughout the meal periods.
- To maintain high standards of cleanliness and hygiene in the kitchen, by ensuring strict adherence to the provisions of relevant food safety and the Health and Safety instructions, and by maintaining all associated records.

- To be responsible for the day-to-day supervision of kitchen staff maintaining good working relationships and team working. Ensuring quality standards, Health and Safety legislation and procedures are in accordance with agreed procedures.

- To assist with the development of the service to meet the preferences and demands of school meal customers.

- The ordering of food, effective stock control, and the maintenance of accurate stock records, together with the completion of all aspects of daily administration.

- To assist with the preparation of food for occasional school functions where catering is required.

General

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery

- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.

- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.

- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.

JE Code A5053