Person Specification – Catering Supervisor

School: Our Lady & St Anne's Catholic Primary School
Job Title: Catering Supervisor
Responsible to: Headteacher / School Business Manager

The Governors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Purpose of the Role: To supervise the day-to-day operation of the school kitchen and catering service, ensuring that meals are prepared and served safely, efficiently and to a high standard. To lead and support the catering team, maintain food hygiene and safety standards, manage stock and supplies, and ensure pupils receive nutritious meals that meet their individual dietary requirements.

Part A: Application Stage
The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Person Specification

Category	Essential Criteria	Desirable Criteria
Knowledge and Qualifications	Food Hygiene Certificate Level 2 or above. Good literacy and numeracy skills	Relevant catering or food preparation qualification.
	Knowledge of food safety and health and safety procedures.	Food Hygiene Level 3 qualification or willingness to undertake further training.
		Supervisory or management training.
Experience	At least 1 years' experience working in a catering, kitchen or food preparation environment.	Experience working within a school or educational setting.

	Experience preparing and serving food in a busy environment.	Experience supervising or managing a catering team.
	Experience working as part of a team and supporting colleagues.	Experience managing stock control, ordering supplies and monitoring food waste.
		Experience catering for children and accommodating special dietary requirements.
Food Safety and Hygiene	Good understanding of food hygiene and safe food handling practices.	Knowledge and experience of implementing HACCP-based food safety management procedures.
	Understanding of safe food storage, cooking, reheating and serving temperatures.	Experience maintaining food safety records and monitoring compliance.
	Ability to identify and manage food safety risks.	
	Knowledge of cleaning schedules and maintaining a hygienic kitchen environment.	
Food Allergies and Nutrition	Good understanding of food allergies, intolerances and special dietary requirements.	Knowledge of nutritional standards and healthy eating guidance for primary-aged children.
	Ability to ensure pupils receive the correct meals in accordance with their dietary requirements.	Experience managing allergen information and procedures to prevent cross-contamination.
	Understanding of the importance of accurate meal choices and portion control.	
Supervision and Organisation	Ability to organise and supervise the daily workload of a catering team.	Experience allocating duties and managing staff rotas.
	Ability to lead by example and maintain high standards of work.	Experience supporting staff development and identifying training needs.
	Ability to manage time effectively and ensure meals are prepared and served within designated lunchtime arrangements.	
	Ability to work independently, use initiative and make appropriate decisions.	

Stock Control and Administration	Ability to monitor food supplies and ensure ingredients are stored appropriately.	Experience placing food orders and liaising with catering suppliers.
	Ability to maintain accurate records, including food temperatures, cleaning schedules and stock levels.	Experience monitoring catering budgets and controlling expenditure.
	Good organisational and basic administrative skills.	Basic IT skills and experience using electronic ordering or recording systems.
Communication and Teamwork	Good communication and interpersonal skills.	Experience communicating with parents or school staff regarding catering arrangements.
	Ability to work effectively with colleagues and other members of the school community.	
	Ability to communicate instructions clearly and professionally.	
	Friendly, approachable and professional manner when interacting with pupils.	
Personal Qualities	Reliable, punctual and conscientious.	
	Flexible and adaptable to changing demands within the school environment.	
	Able to remain calm and work effectively under pressure.	
	Positive attitude and willingness to take responsibility.	
	Committed to providing a high-quality catering service.	
	Demonstrates a commitment to equality, diversity and inclusion.	
Safeguarding and Child Protection	Understands the importance of safeguarding and promoting the welfare of children.	Previous safeguarding training.
	Understands the importance of maintaining appropriate professional boundaries with pupils.	
	Willing to comply with the school's safeguarding, health and safety and other relevant policies and procedures.	
	Satisfactory enhanced DBS clearance, including Children's Barred List check where the role is eligible.	