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**Job Description**

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| **School: Lawn Primary School** |
| **Post Title: Catering Supervisor** |
| **Grade/Pay Range: Grade D point 6-11** |
| **Hours/weeks: 35 hours per week term time only** |
| **Reporting to: Head Teacher** |
| **Department/Team: Catering** |

**Overall Purpose of Post**

To provide general supervision of the kitchen in the preparation and serving of school meals.

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

* Compilation of work rotas for staff and the supervision of all kitchen staff.
* Cooking of meals with help from the kitchen staff
* Cleaning and washing up of kitchen and dining equipment and premises.
* Preparation of main course meals including vegetables and sauces, plus puddings and other similar provisions.
* All administrative work in connection with the running of the kitchen, including menu planning, food ordering, stock control, daily record sheets, basic costing, staff record sheets, requisitioning of equipment and reporting of repairs to premises and equipment.
* Supervision of hygiene in kitchen, ensuring that HACCP standards are maintained.
* Induction and training of new staff in health and safety training and staff code of conduct.
* Induction and training of new staff in correct cooking methods.
* Supervision of setting up and cleaning the dining areas before and after meals, moving tables and chairs as necessary.
* Co-operation with Head Teacher with regard to dining schemes and duties of Supervisory Assistants.
* Help with special functions which take place in the school and on inset days
* Collect money for purchases as and when required.
* Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/ grade of the post.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

**Person Specification**

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| **Areas of** **responsibility** | **Requirements** | **Measurement** |
| **P** | **A** | **T** | **I** | **D** |
| Knowledge and Experience | * Knowledge of good customer care practice and experience of working in a customer focused environment.
* Experience of effectively managing a kitchen team.
* Demonstrate experience of leading, motivating, training and developing staff.
* Experience of running a full production kitchen including preparing work rotas, managing a budget and completing all related paperwork.
* Knowledge of food hygiene and safety law, Health and Safety regulations and their application in the kitchen.
 |  | \*\*\*\*\* |  | **\*****\*****\*****\*****\*** |  |
| Skills/Abilities | * Ability to be diplomatic, approachable and sensitive to the needs of others including Head Teachers, parents, pupils suppliers and staff.
* Ability to communicate face to face, by telephone and in writing.
* Demonstrate ability to work as part of a team.
* Able to prove flexibility when dealing with school’s needs.
* Ability to plan and organise menus, order supplies and maintain appropriate stock levels.
* Ability to react in case of emergency.
 |  | \*\*\*\*\*\* | \*\* | **\*****\*****\*****\*****\*****\*** |  |
| Other | * Willingness to attend training courses relevant to your position.
* Willingness to handle cash as required.
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| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** |

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**