



PHILIP MORANT

SCHOOL & COLLEGE

Job Description

POST TITLE:	Senior Catering Supervisor
BASED AT:	Philip Morant School and College
SALARY SCALE:	Scale 5(Points 8 to 11)
HOURS:	37 hours per week for 39 weeks
LINE MANAGER:	Catering Manager
LIASON WITH:	Other catering staff and school staff, suppliers and LA staff
MAIN JOB PURPOSE	To assist the Catering Manager with the operation and development of the catering service. To deputise for the Catering Manager in their absence. To plan, prepare, cook and present food to the standards required by the School.

Main Duties

- Supervise and assist in the preparation and service of hot and cold food as per the menu.
- Ensure all temperature controls are in place, recorded and that documentation is evident.
- Assist in the planning of menus
- Contribute to the ordering of materials, consumables, non-consumables within the limits of the budget and in accordance with instructions from the Catering Manager
- Adherence to the School Food Safety procedures manual.
- Daily production numbers of dishes, prepared and cooked to the required standards of food safety, quality and presentation for service
- Development & introduction of new food products.
- Rotation and ensuring that correct volumes of food are being produced during service.
- Ensure the cleaning schedule is maintained by the Catering staff on a daily basis and signed off weekly.
- Demonstrate good standards of customer service
- Maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
- To ensure that health and safety regulations are observed in working practices
- Greet all students helpfully and courteously
- Be knowledgeable of all allergens and be able to give students information about products.

Other Duties

- Deputise for the Catering Manager in their absence
- Assist with the preparation and service of special functions and themed events
- Assist in the training of new staff
- Assist with stock taking and other administrative duties as and when required by the Catering Manager
- Participate in any necessary training, team meetings and performance management systems as required to complete job responsibilities
- To follow the guidelines on 'Safeguarding Children' published by the DfES and within the scope of these guidelines accept responsibility for promoting and safeguarding the welfare of children and young people.
- To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
- To carry out any other reasonable task as required by the school.

May 2019



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Person Specification

		Essential	Desirable
A. Qualifications			
A1	Good level of secondary education	✓	
A2	Catering qualification		✓
B. Experience			
B1	Working within a commercial kitchen	✓	
B2	Experience of menu planning and costing	✓	
C. Knowledge and aptitudes			
C1	Knowledge of catering controls and record keeping	✓	
C2	Knowledge of Kitchen health and safety regimes	✓	
C3	Knowledge of hygiene protocols	✓	
D. Personal skills and attributes			
D1	Flexible and adaptable	✓	
D2	Reliable and trustworthy	✓	
D3	Remain calm under pressure	✓	
D4	Ability to use own initiative	✓	
D5	Ability to work within a team and to supervise and motivate a team	✓	
D6	Organisational skills	✓	
D8	As required by The Children Act, “ <i>have a commitment to safeguarding and promoting the welfare of children and young people; motivated to work with children; has the ability to form and maintain appropriate relationships and personal boundaries with children and young people and; has emotional resilience in working with challenging behaviours and attitudes</i> ”.	✓	
D9	Satisfactory Enhanced Disclosure and Barring Service Check (carried out on appointment)	✓	