



## Job Description

### Catering: Cook Supervisor

<b>Job Title</b>	<b>CATERING: COOK SUPERVISOR</b>
<b>Grade</b>	Band 2 – maximum range
<b>Reports to</b>	CATERING MANAGER
<b>Responsible for</b>	Cooking and Supervising Kitchen Staff
<b>Liaison with</b>	Staff, Governors, students, suppliers
<b>Job Purpose</b>	To assist with the provision of a high-quality food and beverage service.
<b>Duties</b>	<ul style="list-style-type: none"><li>• To provide assistance with the preparation, cooking and service of food and beverages to the required standard.</li><li>• To follow menu plans agreed with the Catering Manager</li><li>• To deputise for the Catering Manager as required.</li><li>• To take responsibility for the supervision of other kitchen staff</li><li>• To assist the Catering Manager with staff Performance Management process</li><li>• To assist the Catering Manager with the preparation of menu plans.</li><li>• To ensure staff absences are reported to the Cover Manager</li><li>• To liaise with the Catering Manager regarding staff cover.</li><li>• To follow the menu and recipes agreed.</li><li>• To occasionally assist with special functions which may be outside of normal working hours.</li><li>• To carry out cleaning duties within the kitchen and dining areas as required.</li><li>• To follow sound hygiene practices.</li><li>• To ensure that health and safety regulations are observed in working practices.</li><li>• To assist with the issue and recording of catering supplies as required.</li><li>• To assist with the operation of control procedures as required.</li><li>• To hold, with the Catering Manager, monthly team meetings</li><li>• To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.</li></ul>

	<ul style="list-style-type: none"> <li>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills, and grade.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>

