

## Job Profile

Insert School				
Job Number	Post Title	Grade	Points	Date
A8283	Catering Supervisor	Grade 5	367 NJC	April 2008

### Reporting Relationships

**Responsible to:** Catering Officer

**Responsible for:** All permanent/temporary/occasional catering staff at the above-named establishment.

### School Purpose and Values

*Example*

*Learning is what we are about. We want our students to be fully engaged in their learning and to recognise that they have a part to play in their own education. To foster this our students are taught how to learn through the development of personal learning and thinking skills alongside co-operative learning. These skills provide the qualities needed for success in learning and life.*

### Purpose and values of department

To be responsible for the operation of the catering service to the required standard of the school specifications laid down by the County Catering Service; the management and development of staff.

### Support to Pupils

- Skilled cooking and preparation activities
- Preparation of special dietary meals
- Ordering supplies
- Control of hygiene and health and safety
- Record Keeping
- Direction, supervision and training of staff
- Operational control of service points including transporting meals
- Transporting and serving meals
- Setting up and clearing away of service points
- Movement of furniture and dining equipment
- Washing up
- Cleaning kitchens, equipment and surrounding areas
- Cleaning dining furniture and equipment
- Adjustment of casual staffing levels
- Collection and reconciliation of monies in consultation with Clerical Staff
- Cleaning and filling vending machines
- Other related duties as directed.

## **Support to Other Staff**

- Assistance at Outside Catering Functions
- Emergency Feeding.

## **Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

### **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

### **Financial Management**

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

### **People Management**

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

### **Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### **Climate Change**

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

### **Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

## Person Specification Catering Supervisor Level 2

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>A recognised National Qualification in catering or a willingness to undertake training.</li> </ul>	I
	<p><b>Knowledge/Experience/Skills</b></p> <ul style="list-style-type: none"> <li>Previous large scale cooking experience</li> <li>Some management experience.</li> </ul>	AF/I
	<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>Customer focused</li> <li>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>Open, honest and an active listener</li> <li>Takes responsibility and accountability</li> <li>Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</li> <li>Is committed to the provision and improvement of quality service provision</li> <li>Is adaptable to change/embraces and welcomes change.</li> <li>Acts with pace and urgency being energetic, enthusiastic and decisive</li> <li>Communicates effectively</li> <li>Has the ability to learn from experiences and challenges</li> <li>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	AF/I

AF = Assessed at Application Form

I = Assessed at Interview

T = Assessed through Test

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- Motivation to work with children and young people.***

- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the  
**SSC Recruitment Team on 01785 276480**