**JOB DESCRIPTION**

**JOB TITLE: Catering Supervisor / Cook in Charge Subject to change**

**LEVEL:**

**RESPONSIBLE TO: Business Manager**

**JOB PURPOSE:** To manage a Catering unit to ensure that the service provision meets the standard set by Edsential, in accordance with our Contract. Undertake duties in accordance with approved work methods and performance rates to ensure compliance within the working time available.

# **PRINCIPAL RESPONSIBILITIES**

1. The provision of food including preparation, cooking and serving of meals, portion control, including menu planning/amendments (where appropriate) and special diets, allergens and intolerances (where advised).
2. Manage food and labour costs and maintain accurate records as required i.e. stock control, food orders, quality assurance checks, and sickness management , taking appropriate action to achieve and maintain targets, under the guidance of the Business Manager.
3. Adhere to existing IT working practices and procedures, operate tills (where appropriate) undertake relevant training and development activities and respond to recommendations for new and alternative systems of work.
4. To follow safe systems of work, maintain appropriate levels of hygiene and safeguarding in accordance with Edsential’ s policies, The Code of Practice and Food Safety Legislation to maintain a safe environment.
5. Collation of monies and preparing for banking. (where applicable)
6. Recruit, train and develop staff identifying strengths and weaknesses, carry out appraisal/performance management, workload allocation and supervision of staff.
7. Carry out quality checks, risk assessment and other management activities in accordance with Edsential policies and procedures.
8. Undertake and/or contribute to accident/incident reporting, investigations and implement any outcomes, as appropriate.
9. Actively market the service to promote and maintain good relationships with all customers. This may require catering outside the current contracted hours, to include new intake events, parents evening and hospitality catering.
10. Flexible to work within other Edsential units as required.

NOTE

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

**PERSON SPECIFICATION**

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| **Qualifications** | NVQ level 2 in food preparation or equivalent - **Essential**  Food Safety Level 2 – **Essential**  Requires a good understanding of allergens and intolerances. -**Essential**  Core Qualifications in Maths and English  A clear understanding of COSHH and HACCP -**Essential** |
| **Experience** | Experience of working in a catering environment and including the supervision of staff.  Excellent customer service/relationship building skills  Knowledge and understanding of School Food Standards.  Understanding of basic health & safety requirements.  Ability to carry out a range of administration IT tasks, including stocktaking and ordering. |
| **Job Related Knowledge** | Commitment to maintain high standards of service, food quality & hygiene |
| **Skills and Aptitudes** | Reliable, Punctual, Conscientious, Observant, Flexible, Good communication and organisational skills |
| **Other Requirements** | Ability to prioritise  Flexible to work within other Edsential units as required |
| **Competencies** | Customer Focus  Innovation  Best Value for Money  Leading by Example |