



**JOB DESCRIPTION (JD)  
AND EMPLOYEE  
SPECIFICATION (ES)**

<b>JOB TITLE:</b>	Unit Supervisor (Catering)		
<b>GRADE:</b>	G5	<b>SERVICE AREA:</b>	Integrated facilities management
<b>JOB CODE:</b>	C0703		
<b>REPORTS TO:</b>	Regional co-ordinator	<b>LOCATION:</b>	Various –Site specific
<b>SPECIAL CONDITIONS:</b>	<p>Term time only –All annual leave must be taken in school holidays. There will be a requirement to work during some holiday times for training.</p> <p>Involvement in the Emergency feeding plan as and when required. This position also requires adherence to a number of departmental Local arrangements with relation to annual leave, unpaid leave and premise closure and also an additional mobility clause for all catering employees.</p> <p>This post is covered by the Government’s Code of Practice on the English Language Fluency Duty for public sector workers. The post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English.</p> <p>Completion of a DBS (Disclosure and Barring Service) check to ensure the safeguarding and promotion of welfare of children, young people and adults.</p> <p>In line with FSA guidance and due to the identifiable health and safety risks involved, there is a requirement to undertake a pre-employment health questionnaire prior to commencing kitchen duties.</p> <p>Ability to use online systems and Microsoft Office programmes e.g for the purpose of submitting time sheets.</p>		

**1. Main purpose of the job role:**

- Management of School Catering ~ to provide nutritious, balanced and value-for-money meals to school children every lunchtime, manage kitchen staff and fulfil our contract to the school.

**2. Role specific duties and accountabilities:**

- Supervision and direction of kitchen staff in the preparation of the school meals service.
- The organisation of the kitchen.
- Contribute to menu planning, menu development and the marketing and promotion of the service as required; including healthy eating.
- Where applicable -to be fully responsible for any dining centre for which you produce including staffing and weekly visits to ensure quality of service.
- To place all orders in compliance with the central procurement system.

- Assist the Area Manager and Operations Manager to control budgets in the unit.
- Ensure strict stock control measures are used.
- Ensure the kitchen complies with all IFM catering procedures.
- Liaise with Headteacher, teaching staff, Council Officers and any other delegated officials to ensure the efficient running of the unit.
- Undertake any relevant training that is deemed necessary, particularly in regard to Health & Safety and Food hygiene, ensuring compliance with all relevant legislation. *Please note all successful candidates must hold or commit to completing the essential food hygiene certificate.*
- Assist in the formulation of the training plan for the Catering Service to ensure our compliance with Government legislation.
- Deliver training to other staff as designated by the Operations Manager.
- Be an integral liaison in assisting the school in the Every Child Matters strategy.
- Observe and comply with all Health and Safety and Fire regulations and procedures as laid down in the Health and Safety at work act and Council policies at all times.
- Promote and comply with the Councils Equal Opportunity policy at all times, treating all pupils and adults in an equal manner, and giving consideration to their cultural values.
- Involvement in the Emergency feeding programme as and when required.
- Undertake any other duties relevant to the grade of the post as reasonably requested by the Mobile Supervisor/Regional co-ordinator.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE Unit Supervisor	GRADE 5	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	I	3
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Have excellent knowledge of catering within a large catering environment.	A	
Have good understanding of the new food standards.	I	3
Demonstrate the principles of healthy eating and promoting it.	I	3
Have a sound knowledge of the principles of Food Safety.	A/I	3
Demonstrate a detailed understanding of HACCP.	I	3
Have excellent understanding of stock control.	I	3
Demonstrate a detailed understanding of menu formulation and marketing.	I	2
Must have an excellent understanding of kitchen budgetary control.	I	3
Ability to work under pressure and make own decisions.	I	3

Demonstrate by experience the ability to lead and direct staff.	A/I	3
Ability to deal calmly with problems, complaints etc.	I	2
Have a caring and pleasant manner to deal with a wide range of customers.	I	2
Be of clean and smart appearance.	I	3
Must have sound knowledge of personal hygiene.	I	3
Have a sound knowledge of Health & Safety issues.	I	3
Must be able to attend all relevant training courses.	I	3
Must be prepared to move location to meet business demands.	I	2
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Ability to demonstrate relevant experience in a catering environment.	A	
Evidence of continuous professional development (where applicable)		
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
To hold Essential Food Hygiene Certificate	A	
To hold NVQ level 2 or 3 in a catering area or equivalent.	A	
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b>	Sandra Yates/Judy Burns	<b>Date:</b> June 2021