St Christopher Primary School
Catering Supervisor
Job Description and Person Specification

Job title: Catering Supervisor

Hours: 35 hours per week

Salary: Grade 4

Contract type: Permanent – Term Time Only + 1 week

Responsible to: HR and Finance Manger

Directly Responsible for: Catering Assistants

Job Description

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Job Purpose

- To order, prepare and cook a range of nutritious meals for pupils and staff using fresh ingredients, in accordance with school menus, catering procedures and food safety standards, including the provision of special dietary meals.
- To organise and oversee the day-to-day operation of the school kitchen and support the efficient delivery of the catering service.
- To supervise and provide day-to-day guidance to catering assistants.
- To ensure high standards of food preparation, presentation, cleanliness and hygiene are maintained throughout the kitchen and dining areas.

Main Duties and Responsibilities

- Prepare, cook and serve a range of meals using fresh ingredients in accordance with agreed menus, recipes and food safety standards.
- Prepare meals for pupils with medically approved dietary requirements, liaising with school staff and relevant professionals where necessary.
- Organise the daily workload within the kitchen, allocating duties to catering assistants to ensure the efficient preparation and service of meals.
- Monitor food stock levels and notify the School Finance Manager of items requiring ordering.
- Receive deliveries, check that goods received are correct in quantity and quality and report any discrepancies.
- Maintain all kitchen records required, including food safety documentation, temperature records, cleaning schedules, stock records, meal numbers and attendance records.

- Ensure that food is prepared, stored and served in accordance with Food Hygiene Regulations and Health and Safety legislation.
- Organise the serving of meals to pupils and staff, ensuring an efficient and welcoming service.
- Ensure the kitchen, equipment, storage areas and dining areas are cleaned to the required standards and that cleaning schedules are completed.
- Report equipment faults, maintenance issues and health and safety concerns promptly to the School Finance Manager.
- Ensure the security of kitchen equipment, food stores and associated areas.
- Assist in the induction and day-to-day support of new catering staff.
- Attend training as required to maintain professional knowledge and statutory compliance.
- Work positively with pupils and staff to support an enjoyable dining experience.
- Carry out any other duties commensurate with the grade of the post.

Person Specification

Knowledge

- Good knowledge of practical catering procedures.
- Good knowledge of Food Hygiene, Health and Safety and COSHH requirements within a catering environment.
- Knowledge of cleaning procedures and infection control.
- Understanding of healthy eating and balanced diets, including awareness of special dietary requirements.
- Good customer care skills.
- Basic IT skills, including the use of email and simple computer systems where required.

Skills and Abilities

- Able to prepare and cook healthy, nutritious meals to a consistently high standard.
- Able to organise the day-to-day operation of a busy kitchen.
- Able to supervise and support a small team of catering assistants.
- Able to prioritise work and remain calm under pressure.
- Able to communicate effectively with pupils, colleagues and school staff.
- Able to maintain accurate kitchen records.
- Committed to maintaining high standards of cleanliness, hygiene and food safety.

Experience

- Experience of working within a commercial or school catering environment.
- Experience of preparing meals for large numbers of people.
- Experience of supervising staff on a day-to-day basis.
- Experience of maintaining food hygiene, health and safety standards and kitchen records.

Qualifications

- Level 2 Food Safety Certificate (or willingness to obtain).
- NVQ Level 2 in Professional Cookery (or equivalent experience).

Safeguarding

St Christopher Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant's appointment will be subject to the school's safer recruitment procedures and satisfactory pre-employment checks, including an Enhanced Disclosure from the Disclosure and Barring Service.