

## **JOB DESCRIPTION**

**JOB TITLE:** Catering Supervisor

**JOB NO:**

**GRADE:** Grade 3 (consultation grade - subject to formal evaluation under the Pay Equity Review)

**DIVISION:**

**NO OF POSTS:**

**SECTION:**

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

### **1.0 JOB PURPOSE**

1.1 To organise, supervise and provide a quality catering service for the school

### **2.0 DUTIES AND RESPONSIBILITIES**

2.1 To be responsible for the preparation, cooking and service of food ensuring that efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained.

2.2 To plan, operate and control the production and service of food related duties. To devise set programmes of work for catering staff and to supervise the work of catering staff on a daily basis.

2.3 To devise menus to ensure a variety of meals are served in the school which cater for different dietary requirements as appropriate and in accordance with the current Nutritional Standards.

2.4 To order all food goods and other commodities required from the recognised suppliers in accordance with the catering requirements of the school and to the agreed school catering budget.

2.5 To operate and control food stock to include maintaining stock records and ensuring the correct completion and submission of all appropriate returns and records .

2.6 To act as health and safety co-ordinator within the school kitchens, ensuring the correct completion and submission of all appropriate returns and records .

2.7 To act as health and safety coordinator within the school kitchens, ensuring the recognised health and safety procedures and practices are adhered to by all catering staff working within the school kitchens.

2.8 To ensure and adjust in conjunction with the Business Manager, the levels of staffing within the school catering team so as to ensure an efficient catering service which fulfils

the School's catering requirements. To participate in the selection, appointment and induction of new catering staff as authorised.

2.9 To implement the agreed cash handling and accounting procedures with regard to receipt of payments for food and drinks from students and visitors to the School and ensure such procedures are adhered to by all catering staff.

2.10 To organise, control and assist with school catering functions at the direction of the Headteacher. To supply information for appropriate invoices to be raised in respect of catering functions and services made available to **users of the school's premises and facilities**.

2.11 To be aware of and adhere to applicable rules, regulations, legislation and procedures, e.g. City Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection, Environmental Health inspections).

2.12 To maintain confidentiality of information acquired in the course of undertaking duties for the school

2.13 To operate basic range of ICT software Word, Internet etc.

2.14 To promote and safeguard the welfare of children and young people he/she is responsible for or comes into contact with.

2.15 To ensure all tasks are carried out with due regard to Health and Safety.

2.16 To undertake appropriate professional development including adhering to the principle of performance management.

2.17 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

**OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

### 3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

JOB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

### 4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*

\*Use 1,2 or 3 as in 3.2

### 5.0 SPECIAL CONDITIONS

DBS check required for the post	Yes		No	
Level of check required	Standard			
	Enhanced			
	Enhanced with barred list check - Adults			
	Enhanced with barred list check - Children's			
	Enhanced with barred list check – Adults & Children's			

<b>Date:</b>	<b>Name:</b>	<b>Signature:</b>
--------------	--------------	-------------------

***At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.***



**Person Specification**

**JOB TITLE: Catering Supervisor**

**JOB NO:**

**GRADE: 3** (consultation grade - subject to formal evaluation under the Pay Equity Review)

**DIRECTORATE:**

**NO OF POSTS:**

**SECTION:**

**Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview.  
T. = Test or Exercise; C. = Certificate; P. = Presentation.**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	Food Hygiene  NVQ 2/3 in catering	AF/I
<b>Experience</b> (Relevant work and other experience)	Relevant large scale catering experience	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	*Delete if not applicable <b>Able to speak an appropriate standard of spoken English as covered by Part 7 of the Immigration Act (2016)</b>	I/P
<b>Training</b>		
<b>Other</b>		

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

### **Disability**

*We are a Disability Confident Committed Employer, which means that we are taking action to ensure that people with disabilities and long-term health conditions feel supported, engaged, and able to fulfil their potential in the workplace. We will offer an interview to disabled candidates who have told us on their application form they wish to participate in the scheme and who demonstrate in their application that they best meet the essential criteria for the role.*

### **Safeguarding**

*Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.*

*The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.*

*The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.*

*The Council's website will contain links to the current versions of safer recruitment policies that are in force.*

Date:	Name:	Signature:
Date reviewed:	Name:	Signature: