

Job description: Catering Supervisor, Ormiston Latimer Academy

<p>As Catering Supervisor, you will be responsible for the provision, organisation and management of catering at Ormiston Latimer Academy, which also provides service for Ormiston Beachcroft Academy, KCEC and WEC off-site provisions, on a day-to-day basis.</p> <p>You will support the Cluster Executive Chef, to raise standards, drive innovation and champion healthy, sustainable food.</p> <p>You will work closely with other colleagues within the cluster of Ormiston London Academies, to ensure consistency of standards and service.</p> <p>You will work with academy-based staff to support the ethos of the academy through the delivery of the catering service.</p>	<p>Department: Catering</p> <p>Manager: Cluster Executive Chef</p> <p>Location: Ormiston Latimer Academy</p> <p>Grade: OAT Grade 4</p>
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What you will deliver as Catering Supervisor.

- Manage the preparation, cooking and service of food throughout the Academy, to include service for off-site provision at WEC, KCEC and Ormiston Beachcroft Academy
- Ensure consistency in standards, menu offer and compliance.
- Supervise the work of the catering staff, including the allocation of tasks, to ensure all staff working in the kitchen know and understand their roles and responsibilities.
- To ensure the day-to-day deployment of the Catering Team, within the scope of the generic catering assistant job description and in conjunction with the Cluster Executive Chef, are allocated appropriate tasks to ensure an efficient flexible catering service that enables the Academy requirements to be met.
- If required, work within other London Academies under the leadership of the Cluster Executive Chef, to support other catering colleagues.
- Ensure all kitchen areas are being maintained to the required standard in line with Health and Safety and Food Safety standards.
- Support the Cluster Executive Chef to implement London-wide initiatives including healthy eating campaigns, sustainability, waste reduction, allergen management.
- Support with menu planning as required.
- Work in conjunction with the Cluster Executive Chef on matters relating to budget performance as required.
- Ensure compliance with the Food Information Regulations 2014 and Natasha's Law 2021 and any subsequent relevant legislation, with appropriate training and support.
- Ensure compliance with all relevant current legislation in relation to health and safety, C.O.S.H.H. and food safety.
- Ensure storage and management of food and other consumables in line with health and safety and food safety regulations.

- Order food and other commodities from suppliers within the agreed parameters of the Academy catering budget.
- Be responsible for assisting the Cluster Executive Chef, with the appropriate control of catering expenditure and stock, maintaining records as required.
- Contribute to the recruitment and induction of new employees, as required.
- Identify training and development requirements, in conjunction with the Cluster Executive Chef, to ensure all staff have the skills and abilities required to deliver an effective catering service, as defined in the generic catering assistant job description.
- With advice and support from the Cluster Executive Chef work proactively to address any day-to-day minor performance or conduct concerns. Referring more serious or repeated issues to the Cluster Executive Chef, who will seek HR advice,
- Record and report safety concerns and action necessary alterations in conjunction with advice from the Cluster Executive Chef and where appropriate in line with academy policy and procedure.
- Complete a range of general administration duties associated with managing the catering facility and team.
- Agree to undertake formal first aid training and be the named First Aider and undertake as required first aid duties for the catering team.

General Responsibilities

Have due regard at all times to the academy's policies, organisation and arrangements for Health & Safety at Work.

When First Aider certified, to provide First Aid when needed to support the academy, in relation to catering employees.

Maintain confidentiality of information acquired in the course of undertaking all duties for the academy.

Participate in the academy's and catering service, arrangements for professional development.

Undertake such other duties appropriate to the grade of the post Ormiston Academy Trust may from time to time reasonably determine.

Flexibility Clause

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description. This may also mean travel and work at other London academies under the leadership of the Cluster Executive Chef, based on the overall needs of the OAT London Academies Catering Service, if within a 15-mile radius, from your main place of work.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Context

All staff are part of a whole academy team. Each individual is required to support the values and ethos of the academy and academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy, pressurised environment.

The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role.

The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the academy's Code of Conduct and the equality policy objectives.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the academy's responsibilities towards safeguarding, complete annual safeguarding training requirements and report any safeguarding concerns immediately using the academies established procedures.

For new recruits only

An enhanced disclosure and barring check (DBS) will be a requirement for this post.

Due to the nature of this position, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Catering Supervisor

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"> • Relevant training and cookery qualification or equivalent experience required. • Food safety level 2. 	<ul style="list-style-type: none"> • Supervisory or management qualification. • Evidence of ongoing CPD. • Food Safety Level 3
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of working in catering establishments including the cooking and service of food • Numeracy, literacy, ICT skills • Experience of working to deadlines. • Knowledge of current guidance and legislation with respect to food hygiene and food safety • Working with special dietary requirements and food allergies • Experience and knowledge of working in a large-scale catering environment. 	<ul style="list-style-type: none"> • Experience of working in an educational setting. • Experience of working in a supervisory capacity. • Knowledge and understanding of safeguarding. • Experience of Microsoft Office skills. • Knowledge and understanding of GPDR
Competencies	<ul style="list-style-type: none"> • The ability to lead and supervise a team. • The ability to work independently and make sound decisions. 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to establish positive and professional relationships with staff, visitors and students. • Good interpersonal and communication skills. • Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times. • A relentless drive for excellence. • Ability to meet the physical demands of the role. 	