

Walmley Infant School  
Walmley Ash Road  
Sutton Coldfield  
B76 1JB  
Telephone: 0121 351 1355  
Website: [www.walmleyinfantschool.co.uk](http://www.walmleyinfantschool.co.uk)  
Email: [enquiry@walmleyinfant.org](mailto:enquiry@walmleyinfant.org)  
Head Teacher: Mrs H Murphy



## Kitchen Supervisor Job Description.

### Job Purpose

This role includes supporting the Catering Manager who supervises a small catering team in the planning, preparation, cooking and service of school meals, ensuring all food is prepared and served to the highest standards and in accordance with dietary requirements, allergies and food safety regulations. In the absence of the Catering Manager, this role will include deputising and ensuring the smooth running of the kitchen.

### Responsibilities:

- To assist with 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
- To assist with the planning, operation and control of the production and service of food related duties.
- To assist with setting programmes of work for catering staff and to supervise the work of catering staff daily.
- To assist with devising 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.
- To assist with the ordering of 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.
- To assist with the operation and control of food stock to include maintaining stock records and ensuring the correct completion and submission of all appropriate returns and records
- To support the Catering Supervisor in their role as health and safety co-ordinator within the school kitchen, ensuring the correct completion and submission of all appropriate returns and records
- To support the Catering Supervisor in their role as health and safety coordinator within the school kitchen, ensuring the recognised health and safety procedures and practices are adhered to by all catering staff working within the school kitchens
- To ensure and adjust in conjunction with the Catering Supervisor, the levels of staffing within the school catering team so as to ensure an efficient catering service which



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

- To implement the agreed cash handling and accounting procedures about receipt of payments for food and drinks from pupils and visitors to the school and ensure such procedures are adhered to by all catering staff.
- 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.
- 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, **Benedict's Law**).
- To maintain confidentiality of information acquired while undertaking duties for the school.
- To operate basic range of ICT software Word, Internet etc
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- **To work efficiently and effectively with members of the catering team.**
- To adhere to the ethos of the school including, promoting the agreed vision and aims of the school and to set an example of personal integrity and professionalism.
- To carry out any other duties as commensurate within the grade to ensure the smooth running of the school



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