

Job Description

Cook Supervisor

Cidari Multi Academy Trust

Salary: LCC Grade 6, SCP 11-19

Reporting to: Catering & Hospitality Group Manager

Deployed by: COO

Prepared by:	Laura Wright-Dixon	Approved by:	Matt McIver
Prepared on:	27/11/2025	Approved on:	08/12/2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	All Academies
Reviewed on:	27/11/2025	Applicable Terms	The Green Book

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

The Core Purpose of the Cook Supervisor

To support the provision of a high-quality, efficient and compliant catering service by supervising the day-to-day operations of the school kitchen. This includes supporting cost control, team supervision, food preparation and ensuring all standards, systems and essential legislation are met. The Cook Supervisor will help create a positive dining experience for pupils and staff and contribute to an exceptional catering offer.

Duties and responsibilities

Kitchen Operations & Food Production

- Assist with managing and improving controllable costs including stock, food and labour.
- Ensure food is prepared and served in line with agreed menus, standards and nutritional requirements.
- Support menu development, contributing ideas that promote pupil engagement and increase take-up.
- Oversee monthly promotions and added-value events to enhance the dining experience.
- Guarantee all food production, allergen management and hygiene requirements are fully met.
- Maintain high standards of presentation and quality at all times.

Food Service

- Ensure the service of food is prompt, efficient and meets agreed presentation standards.
- Maintain clean, tidy and fully stocked serving areas.





- Ensure staff are briefed on ingredients, cooking methods and portion sizes.

Team Supervision and Leadership

- Supervise, coach and train kitchen team members to deliver a consistently high standard of service.
- Inspire, support and develop staff to create a motivated, high-performing team.
- Lead by example in maintaining excellent standards of food quality, hygiene and customer service.

Customer Satisfaction

- Promote a friendly, polite and positive service environment for pupils, staff and visitors.
- Support a culture where all feedback is welcomed, and issues are resolved promptly and professionally.
- Contribute to a welcoming dining experience that encourages pupils to enjoy healthy meals.
(Aligned with Cidari JD customer service expectations)

Hygiene, Health and Safety

- Ensure full compliance with all health and safety, food hygiene and allergen legislation.
- Implement and monitor the use of food safety management systems and cleaning schedules.
- Ensure the kitchen is maintained to a high standard of cleanliness and safety.

Financial Performance

- Assist in monitoring and controlling labour costs, food costs and stock levels.
- Support initiatives that help increase sales and achieve financial targets.
- Ensure ordering and stock management processes are followed accurately.
- Help drive uptake through promotional events and attractive menu offerings.

Personal Presentation

- Report for duty in a clean, tidy condition, wearing the correct uniform.
- Ensure all team members follow presentation and uniform standards.

Additional Duties

- Attend training, meetings or school-based events as required.
- Undertake any other duties necessary for the effective operation of the catering service.



- Maintain flexibility and be prepared to support across different locations if required.
- Represent the Trust and catering service with professionalism at all times.

The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out.

PLEASE NOTE that this is for guidance only. Employees are expected to be flexible and to operate in different areas of work and carry out different duties as required.

The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The Cook Supervisor is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.

This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.