

## Job Description

### Catering Supervisor GMB NS

Job Details	
<b>Grade</b>	Subject to Evaluation
<b>Job Evaluation Number</b>	TBC
<b>Directorate</b>	Children and Families
<b>Division</b>	Schools

#### 1.0 Portfolio Responsibilities

This role provides supervision of the school catering service and administration as required, overseeing the safe, efficient delivery of high-quality, nutritious meals. It ensures compliance with food safety, health and safety and budgetary requirements.

#### 2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

##### Service Supervision and Catering Operations

- Preparing, cooking and serving food efficiently, ensuring the economical use of resources while maintaining the highest standards of hygiene and food safety
- Supervising the planning, managing and overseeing of the production and delivery of catering services, including the organisation of daily work programmes and the supervision of catering staff
- Supervising, designing and implementing menus that provide a balanced and varied selection of meals, meeting current Nutritional Standards and accommodating a range of dietary and medical requirements
- Overseeing food stock effectively, maintaining accurate stock records and ensuring the timely completion and submission of all required documentation and returns
- Monitoring and adjusting staffing levels in collaboration with the Bursar / Business Manager to ensure an efficient catering service and support the recruitment, appointment and induction of catering staff where required
- Implementing and overseeing agreed cash-handling and accounting procedures for catering income as required, ensuring compliance by all catering staff
- Organising, supervising and supporting catering provision for school events and functions as directed by the Headteacher and providing accurate information for invoicing catering services

Health, Safety and Compliance
<ul style="list-style-type: none"> <li>• Maintaining high standards of cleanliness and hygiene across all catering areas and equipment</li> <li>• Overseeing or acting as the Health and Safety Co-ordinator for the school kitchens, ensuring all catering staff comply with recognised health and safety procedures and safe working practices</li> <li>• Ensuring the accurate completion, maintenance and timely submission of all required health and safety documentation, records and returns</li> <li>• Ensuring all food sample trays are correctly maintained for health and safety checks</li> <li>• Overseeing kitchen linen and laundry to ensure appropriate standards of cleanliness, availability, and presentation</li> <li>• Maintaining up-to-date knowledge of, and complying with, all relevant rules, regulations, legislation and procedures, including City Council policies and national requirements such as Health and Safety, Data Protection and Environmental Health legislation</li> </ul>

Special Conditions	
Is Safeguarding Check needed?	DBS Enhanced Children

### Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/Q	Hold an appropriate Level 2 Food Hygiene Certificate or catering qualification or equivalent demonstrable experience.
Experience	AF/I	Experience in preparing and serving meals in a professional kitchen environment or equivalent demonstrable experience.
Skills	AF/I	Be proficient in using Microsoft Office applications and management information systems.
Skills	I	Be able to speak an appropriate standard of spoken English - Part 7 of the Immigration Act (2016).
Skills	AF/I	Have good written and verbal communication skills

		for engaging with diverse stakeholders.
Other	I	Have a flexible and adaptable approach to supporting varied school operational needs, with the ability to work calmly under pressure.
Competency	AF/I	Have good organisational skills, with the ability to prioritise workload and coordinate the catering team.
Competency	AF/I	Be able to both work independently and work well as part of a team.
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to the role, including Food Hygiene, Health and Safety and COSHH.
Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

## 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.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.