



JOB DESCRIPTION : School Meals and After School Catering Supervisor

REPORTING TO: Catering Manager

PURPOSE OF ROLE: Support the day to day School meals function and supervise the Coffee Shop after school provision

MAIN DUTIES:

Food Preparation and Cooking

- Prepare and cook meals, as directed by the Catering Manager
- Ensure that meals/refreshments are ready at the required times, are in sufficient quantities and well presented
- Liaise with the Catering Manager in relation to menu planning so that menus offer variety and meet nutritional and dietary requirements
- Ensure that Catering Assistants are aware of any meals which have ingredients that may cause allergic reactions

After School Catering Provision

- Supervise the after school Coffee Shop catering provision for pupils in the refectory
- Prepare and cook meals for the after school catering provision
- Close the Coffee Shop once the after school provision has ended

Safety

- Maintain a high standard of cleanliness in the coffee shop, kitchen and dining area: ensure kitchen surfaces, walls and floors and equipment are kept clean to minimise the risk of infection or accidents
- Ensure that Catering Assistants exercise high hygiene standards and wear designated protective clothing (including footwear)
- Ensure compliance with Food Safety and Health and Safety legislation

- Ensure that food is stored and cooked at the correct temperature and that food temperature charts and other kitchen logbooks are completed on a daily basis
- Ensure all kitchen equipment is functional and organise any repairs needed
- Ensure all dry and wet waste is disposed of properly and in line with legislation and policies and procedures
- Recycle items whenever possible

Supervision of Catering Team

- Allocate tasks to Catering Assistants and ensure tasks are carried out safely and completed satisfactorily
- Monitor the performance and attendance of the Catering Assistants and raise any concerns with the Catering Manager

Stock Control

- Assist the Catering Manager to order provisions to ensure that adequate stock levels are maintained in line with agreed budgets.
- Check deliveries to ensure that they are correct and that supplies are good quality. Arrange for any issues to be rectified, log issues and inform the Catering Manager about any on-going or major concerns
- Put away deliveries in a tidy and organised manner so that food and drink are accessible and ensure stock is rotated to avoid foodstuffs becoming out of date and unusable
- Minimise food wastage by not preparing too much and ensuring that meals look appetising and attractive
- Keep a record of all food wastage

Customer Care

- Be pleasant and helpful to pupils, staff and any visitors at all times
- Handle telephone calls to the kitchen in a courteous and helpful manner
- Promote the menus and encourage pupils to eat healthily
- Note any comments made about the service and pass them to the Catering Manager so that improvements can be made

Other Duties

- Provide cover for Assistant Catering Manager
- Carry out any duties reasonably requested by the Catering Manager or Assistant Catering Manager