

## Job Description – Catering Supervisor

### Job Purpose

Reporting to and supporting the Catering Manager and chefs on a day-to-day basis, complying with Food Hygiene and Health and Safety legislation. The following is a guideline of the list of duties expected of the Catering Supervisor, the order of which does not imply precedence; daily priorities are set by management. Due to the diversity of the service that the School has to provide, it may be necessary to call upon your skills and experience to carry out other tasks and duties not listed, when deemed necessary by Senior Management.

### Job Description

Main duties:

- With the Catering Manager, organise, lead and motivate front of house staff. Ensure each member of staff completes their duties in accordance with the service and cleaning duties rota. Monitor staff breaks, start and finish times, and particularly in the summer months, ensure all staff are adequately hydrated throughout their shifts. Ensure everything is ready for service including personnel, equipment and signage.
- Liaise with Catering Manager to ensure staff duties are covered in case of absence.
- Supervise staff on a daily basis and during the service of match teas, parents' meetings, end of term suppers and other special event celebrations. Assist in planning staff rotas and overtime.
- Whilst working alongside the Catering Assistants and Kitchen Porter, monitor and maintain a high standard of cleanliness throughout your areas of responsibility. This is to include daily and weekly cleaning schedules of all of the furniture and equipment – e.g. tables, chairs, benches, trolleys, salad counters, hot and cold beverage machines, trays, crockery and cutlery, etc.
- Encourage a welcoming, positive and enthusiastic attitude amongst the staff. Monitor the customer service provided, and suggest where further improvements and efficiencies can be made to the Catering Manager.
- Liaise and communicate clearly with other sections of the Catering Department, Leadership Team, Heads of Department and other staff. Disseminate important information to the Catering team.
- Monitor portion sizes and ensure consistency amongst staff.
- Have a good understanding of food allergies and medical dietary requirements.
- Be aware of those pupils and staff with food allergies (and special dietary requirements), and ensure all procedures are in place to safeguard them.
- Ensure that staff use equipment (e.g. beverage machines, dishwasher etc.) in line with the manufacturer's guidelines. In the absence of the Catering Manager, liaise with the Sous Chef or Catering Administrator with regard to reporting maintenance call outs, and any follow up action required.
- Ensure snack trolleys for morning and afternoon breaks are stocked appropriately (including those with allergens) and ensure they are sited in the correct place.
- Organise (delegate) Prefects refreshments.
- Delegate preparation of fruit salad and jelly.
- Organise and brief staff prior to service.
- Ensure Food Hygiene and H&S regulations are strictly observed. Including recording temperature checks of the fridge and salad counters, and recording any near misses or accidents in the dining room.
- Monitor the standard and use of staff uniform and PPE, and ensure staff have the necessary equipment and materials needed to carry out their jobs efficiently.
- Delegate catering staff to clean Senior and Main House staffrooms at the end of each term.

- Manage staff problems and concerns promptly and fairly. Referring staff to the Catering Manager, as required.

## Person Specification

Please note: Although the below attributes for experience are desirable, full training can be provided.

CRITERIA	ESSENTIAL	DESIRABLE
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Basic or intermediate Food Hygiene Certificate.</li> <li>• H&amp;S, Risk Assessment and COSHH awareness training.</li> <li>• Previous experience of compliance with industry standards in H&amp;S, Food Hygiene, COSHH and PPE requirements.</li> <li>• Ability to deliver consistently high customer service with a desire for continuous improvement.</li> <li>• Working with and leading a team.</li> <li>• Experience of planning staff rotas, overtime and agency staff support, when necessary.</li> <li>• Experience of communicating with staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in the Education Sector.</li> <li>• Experience of staff training in the use of catering equipment.</li> <li>• Allergen training.</li> </ul>
<b>Skills and Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Genuine passion for working in a catering environment.</li> <li>• Strong inter-personal and communication skills.</li> <li>• Excellent attention to detail and strong focus on standards.</li> <li>• Ability to plan and organise work to ensure high levels of efficiency are achieved.</li> <li>• Confident, focused and resilient leadership skills.</li> <li>• Ability to work well on their own, and as part of a team.</li> <li>• Ability to prioritise tasks during time critical periods.</li> <li>• Honest, trustworthy and reliable.</li> <li>• Security conscious at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to develop through further training.</li> <li>• High standards of personal presentation.</li> </ul>

### Physical Demands

Ballard School kitchen is a busy, fast-paced working environment requiring all of its staff to work as part of a team with a flexible, helpful and co-operative attitude to their role. As we are cooking and serving food for large numbers, this requires a good level of fitness to cope with the physical demands of the job i.e., lifting, bending, standing and walking.

### Safeguarding

To have due regard for the safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Ballard School as outlined in the safeguarding policy. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to their Line Manager or the School's Designated Safeguarding Lead (DSL).

To adhere to fire evacuation procedure in the event of a fire and during a fire drill.

To adhere to the School's Health and Safety Policy and procedures.

## Working Hours and Rate of Pay:

Monday to Friday 9.00am – 2.30pm (27.5 hours per week)

Term time only (42 weeks per year, to include 27.5 hours to be worked in the holidays) and 5.6 weeks holiday allowance, pro-rated

In addition, one Open Morning on a Saturday, GCSE Presentation Evening, Prefects' Dinner and FOBS Quiz and Curry night (overtime to be claimed).

Salary: £12.66 per hour

To start: 20<sup>th</sup> May 2024 or as close to this date as possible

## Applications

### How to apply:

In the first instance, please email your CV to the Bursar ([recruitment@ballardschool.co.uk](mailto:recruitment@ballardschool.co.uk)), to arrive no later than **9.00am, Friday 10<sup>th</sup> May 2024**. Shortlisted applicants will be invited to complete the Support Staff Application Form and be invited to school for interviews.

The School retains the right to interview and appoint at any time during the application process.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the School will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

**Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.**

For further details and an application form, please visit: [www.ballardschool.co.uk/vacancies](http://www.ballardschool.co.uk/vacancies)

**Bursar**

**April 2024**