VICTORIA COLLEGE BELFAST
2A Cranmore Park Belfast BT9 6JA

APPOINTMENT OF CATERING SUPERVISOR

Job Description

25 OCTOBER 2019
JOB DESCRIPTION:

POST TITLE: Catering Supervisor

SALARY: Spinal Column Points 5 to 6

RESPONSIBLE TO: Catering Manager

RESPONSIBLE FOR: Shared Supervision of Catering Staff

JOB PURPOSE:

To work with the Catering Manager to improve all aspects of the dining experience in College and provide an attractive, varied and nutritious range of meals and snacks that meet the expectations of pupils, parents and staff in terms of the range of dishes offered, the quality of food preparation, the standard of food presentation, the size of portions, and overall affordability and value for money.

To actively participate in the daily delivery of the catering service across the College in a way that helps to meet the needs of the Secondary School, Preparatory School and Boarding Department; promotes a positive image of the College; reflects good industry practice; and is compliant with all relevant food safety and nutritional standards and regulations.

To assist the Catering Manager with the day to day supervision and delivery of the catering service and contribute to the effective and efficient performance of the catering service as a whole.

To work effectively as part of the catering team under the direction of the Catering Manager and to provide an efficient hygienic service that achieves a high level of customer satisfaction and turnover.

MAIN DUTIES AND RESPONSIBILITIES:

1.0 SUPERVISION

1.1 Supervise and direct members of the catering team as and when required. Supervisory duties include responsibility for:

- the allocation of duties to catering staff and the preparation of work rotas;
- the management of day to day staff issues relating to discipline, grievance, welfare, training and absence;
- the effective implementation of all relevant College policies and procedures and the ongoing monitoring and enforcement of compliance;
- the promotion of food safety and food hygiene and the raising of awareness of the importance of food safety and food hygiene amongst all catering staff; and
- the identification and assessment of individual training needs.

1.2 Contribute to effective communication and the sharing of good operational practice across the catering service at all levels and in all locations.

1.3 Ensure that all records and forms in respect of catering staff attendance, holidays, sickness, and other types of absence are completed, authorised and forwarded to the Office Manager, the Catering Manager and the Finance Manager on a timely basis.
2.0 SERVICE DELIVERY

2.1 Preparation of food and beverages in accordance with relevant food safety and food hygiene standards and regulations, including the preparation of fruit, vegetables, snacks, fish, meat, and poultry using the appropriate catering equipment.

2.2 Undertake skilled cooking tasks connected with the full range of meals in accordance with all relevant food safety and food hygiene standards and regulations, including the preparation of menus, the provision of special dietary meals, portion control and function catering.

2.3 Organise and control food service points and ensure that all food and beverage products are displayed attractively and correctly.

2.4 Transfer and serve meals and snacks in different dining areas and different locations within the College as and when required.

2.5 Assist with the marketing and promotion of meals to pupils, parents and staff.

2.6 Assist pupils, parents and staff with queries in a professional, courteous and friendly manner in order that the required standards of customer care are met and complaints are kept to a minimum.

2.7 Carry out general kitchen and dining area duties as required which may include: washing up; setting up; the clearing away of equipment such as tables, chairs and benches; the disposal or the recycling of all kitchen and dining area rubbish; and the cleaning of kitchens, service points, dining areas and equipment (including floors and walls).

2.8 Check, measure and record temperatures and other required variables in accordance with all relevant food safety and food hygiene standards and regulations.

2.9 Check food and beverage deliveries, ensure food and beverage stock is stored appropriately and used in rotation, and perform periodic stock takes exercises.

2.10 Ensure that all food and beverage products are priced correctly and operate the cashless till system properly as and when required.

2.11 Assist in the preparation and service of food and beverages for functions and events taking place inside or outside of normal school hours as and when required.

2.12 Secure the kitchen and dining areas as and when required.

3.0 GENERAL CONDITIONS

3.1 All duties must be carried out strictly in accordance with:

▪ all relevant Acts of Parliament, Statutory Instruments and Regulations, including the Food Hygiene Regulations, the Health and Safety at Work Regulations, and the Control of Substances Hazardous to Health Regulations;

▪ all relevant Codes of Practice and guidelines; and

▪ any other legal requirements.
3.2 All items of equipment must be used properly and safely. Any equipment defects and any accidents at work must be reported immediately to the Catering Manager.

3.3 All duties will be carried out in the working conditions and environment normally inherent in the job of the post-holder.

3.4 The post-holder must maintain at all times the standards of personal hygiene required by the College, particularly with regard to make-up, jewellery, hand-washing, and the reporting of any illness or symptoms associated with food poisoning or food borne disease.

3.5 All of the necessary administration associated with the correct performance of the job must be completed by the post-holder on an accurate and timely basis using computerised and manual systems as required.

3.6 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

4.0 TRAINING

4.1 The post-holder will be required to accept any training offered by the College for jobs graded at a higher level than this post. However, payment will only be made by the College where there is a requirement for the higher level duties to be carried out.

4.2 The post-holder will be required to accept any training offered by the College that is needed to facilitate the proper performance of duties up to and including the duties set out in this job description (such training to include induction training and refresher training).

All of the duties and responsibilities set out above will be carried out within the context of ensuring that the College achieves its aims and objectives.

The duties and responsibilities set out in this job description are neither exclusive nor exhaustive and the post-holder may be required to undertake any other commensurate duties and responsibilities as requested from time to time by the Catering Manager, the Head of Corporate Services, the Principal, or the Board of Governors.

This post was subject to a read across by the Central Management Support Unit of the Education Authority on 13 April 2015 and confirmed to be equivalent to the evaluated generic post of Catering Supervisor Spinal Column Points 14 to 17.

It is acknowledged that the contents of this generic job description are not subject to appeal.