



Maiden Erlegh School
Job description

Role	Catering Supervisor	Reports to	Head Chef
Grade	Grade 3, SP6	Hours of work	35 hours a week. Term Time only, plus 2 INSET days
Purpose	Under the direction of the Head Chef, the aim of this role is to provide cooked meals, food ordering, controlling service and cleaning of catering facilities, plus other related catering duties.		
Scope	Main contacts Catering Staff, students and staff	Staff responsibilities Catering Assistants	Financial accountability None
Accountabilities	<ol style="list-style-type: none"> 1. Preparation of food, supervise staff in maintaining catering standards, help develop catering service including menu planning, ordering supplies, temperature control and staff rotas 2. Controlling service and the cashless tills, maintaining records of daily takings. 3. Cleaning kitchen equipment to food safety standards 4. To be aware of the need for good hygiene practices and ensure high standards of: <ul style="list-style-type: none"> • Personal hygiene and staff standards • Kitchen hygiene in the preparation and service of food • Cleanliness of equipment and premises 5. Under take any training needed to comply with hygiene regulations and the schools standards 6. Provide support for Maiden Erlegh school in times of significant staff absence 7. Line manage the team of catering assistants. 8. Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder 		
Personal Attributes	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent • Experience of food preparation, service, within a large catering operation • Experience of supervising staff and serving pupils and staff • Knowledge of Health and Safety regulations, COSHH • First aid trained or willingness to undertake training • Food Hygiene qualification an advantage or willing to train • Flexible and good interpersonal skills • Capable of physical activity (lifting heavy pans, working in hot environment, mopping floors, using industrial cleaning chemicals) • Capable and willing to work on own initiative • Confidentiality at all times • A pro-active and flexible approach to work • Decision making skills • A willingness to learn and develop personal skills 		
Organisational Chart	<pre> graph TD HC[Head Chef] --> CS[Catering Supervisor] CS --> CA[Catering Assistants] </pre>		

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check

Signed: _____

Date: _____

Post holder