

JOB DESCRIPTION

POST TITLE: Catering Supervisor (ASN Schools)

DIVISION/UNIT: Facilities Services/Catering Unit

GRADE: 5

RESPONSIBLE TO: Assistant Catering Manager

RESPONSIBLE FOR: Catering Assistants

Job Purpose

Responsible for all catering activities within an ASN school and on-site dining centres paying particular attention to varied dietary requirements including all levels of texture modified meals. This will include providing a high standard of catering service, making efficient and effective use of all resources available within budgetary constraints and with minimal waste. Provide a supervisory role to the catering teams on-site.

Main Duties and Responsibilities

Values

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.

Catering

4. Supervise and prioritise, on a daily basis, the work of the Catering Assistants and assist with the implementation of employment policies.
5. Provide a full range of basic cooking and organisational skills within the kitchen in order to provide a high standard of catering service.
6. Prepare, regenerate and present quality food for onsite service and distribution to on-site service locations in accordance with the daily menu, ensuring compliance with the operational manual.
7. Ensure the adapted diets procedures are followed at all times. Ensure all texture-modified meals are modified to the correct level and that catering assistants are trained and supervised in this process.
8. Direct and control the transport of all meals for service at on-site service locations. Direct and control the transportation and set up of various onsite service points.

9. Identify and provide any on the job training requirements for the Catering Assistants in your teams.
10. Ensure budgetary control through the effective management of food yield, portion size and minimum waste.
11. Ensure compliance with hygiene procedures and the timeous completion of all HACCP documentation.
12. Ensure proper maintenance of equipment, reporting faults and requesting replacement equipment, as required.
13. Order food supplies and carry out other related administrative duties, including the use of computerised databases, updating and recording as necessary.
14. Comply with control measures for hygiene, health, safety and security on the premises and the surrounding area.
15. Organise additional meals at short notice for children with food aversions (ARFID).

NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
2	5	5	2	3	1	1	3	3	1	2	3	2