



WELLESLEY
HADDON DENE
SCHOOL

Job Description

Wellesley Haddon Dene School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title	Catering Supervisor
Remuneration	Based on experience
Hours of work	Full Time, Monday to Friday
Responsible to	Head
Job Purpose	<p>To work as a member of a team and to ensure that kitchen high standards are maintained throughout the school.</p> <p>To be flexible and able to respond to specific kitchen needs in the school. Kitchen Supervisor will be responsible for the entire Kitchen and will be expected to manage the cleanliness to the frequency and standard set and as per work schedules. To provide a thorough and reliable service to the school.</p>
Main Responsibilities:	<ul style="list-style-type: none">• Ensure that the school's control systems are operating efficiently within the Department, taking corrective action where necessary.• Ensure that all foods to be served from the dining room, or designated function areas, are presented in accordance with School standards. Also to ensure all menus/signage are correct to the food to be served.• Monitor the implementation of cleaning schedules, taking remedial action as required.• Ensure all temperature checks are carried out and recorded to the standard required to company policies.• Monitor and control supplies of food items to the first floor. (Bread, Milk, House Collections).• Monitor the food handling practices, customer liaison, working methods of staff, and standards of personal hygiene, taking corrective action where necessary.

	<ul style="list-style-type: none"> • Encourage good team morale through good practices, leading by example and use of motivational management skills • Promote a professional image and good relations. • Carry out any reasonable request by the Management Team. • Attend meetings and training meetings. • Assist with internal and external functions when required. • Attend the workplace at the required times in the correct uniform to promote a professional image and good customer relations. • Food preparation and serving. • Ordering, storage and rotation of ingredients. • Cleaning, tidying and high standards of hygiene. • Implementation of food safety management system. • Carry out amended work schedules as required from time to time by the Headteacher in response to school events, needs or staff absence. • Ensure all rubbish is removed on a daily basis and recycled where possible. • Ensure that work is completed to a high standard. • To work as part of a team and contribute positively to that staff team. • To go about your duties with a positive and enthusiastic attitude - to be confident, hardworking and conscientious, and at all times promote good practice. • Participate in training to improve personal development and skills. • Adhere to school and legal regulations regarding health, safety, fire and accident reporting. • Implement the provisions of the school's Safeguarding policy which can be found on the school website. • Any other reasonable request made by the Headteacher.
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Person Specification

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	Essential	Desirable	Method of assessment
Experience:	<ul style="list-style-type: none"> • Level 3 in Food Hygiene • Previous Kitchen Experience 	<ul style="list-style-type: none"> • Health and Safety training • First Aider • Previous supervisory experience will be beneficial. 	Contents of the Application Form

<p>Skills:</p>	<ul style="list-style-type: none"> • Flexibility to deal with the varied requests made on a daily basis. • Good interpersonal and communication skills with the ability to relate to children and adults. • Ability to work as part of a small team and on own initiative. 		<p>Interview</p>
<p>Personal competencies and qualities:</p>	<ul style="list-style-type: none"> • Good level of physical fitness, including the ability to lift and carry equipment from place to place. • Pleasant and friendly manner. • Responsible and reliable. • Commitment to achieving high standards of cleanliness and hygiene. • Reliability. • Good timekeeping. • Willingness to undertake training. 		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>