**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Catering Supervisor |
| Salary: | £23,500 (Pro Rata Pay) |
| Grade: | 5. 5 |
| Hours: | As per contract of employment |
| Team: | Catering |
| Service Area: | Property and Facilities |
| Primary Location: | As per contract of employment  *Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | N/A |
| Responsible to: | Area Catering Manager, Assistant Area Catering Manager |
| Responsible for: | Catering Assistant(s) / Assistant Cook |
| Political Restricted Post: | N/A |

## Job Purpose

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| 1. The organisation and \* supervision of a kitchen and dining room in accordance with, and to the standard required by, OCC catering service Policy to meet the needs of the school. 2. To carry out the administration, organisation and food production, to ensure that the food service is efficient and that the standards and financial targets set for the unit are met.   \* **NOTE:** This does not include the supervision of pupils in the dining room.  **This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies**  Work in accordance with the County council values and behaviours. [Link to County Council Values and Behaviours](https://www.oxfordshire.gov.uk/cms/content/county-council-values) or see page 4 of this document. |

## Job Responsibilities

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| 1. Within the Policy, guidelines, standards, targets and methods laid down to: 2. Plan menus, organise and carry out the production of meals in accordance with the Recipe Manual and ensure their efficient service, and to order all food and other commodities required in the kitchen. 3. Operate the kitchen stores, including stock control, commodity records and security. 4. Control sales of meals and snacks, ensuring that the correct procedures etc., are followed in the handling of cash or cash tickets (where applicable) during the lunch service. 5. To supervise and assist with the provision of meals including preparation, cooking and serving, assistance with cleaning as required. 6. To ensure the correct completion of all appropriate returns and records in accordance with current catering policy. 7. To ensure the use of correct work methods and practice by all kitchen staff and that the laid down legal standards of kitchen and personal hygiene, general health and safety are maintained. This includes the training of staff as required. 8. To ensure that all equipment is kept in good working order and that repair and maintenance is carried out as necessary. To inform the Area Manager or Assistant Manager of any defects in equipment and premises not meeting health & safety legislation and food hygiene regulation requirements. To ensure that equipment, and items of first aid, are available and adequate for use. 9. To assist in assessing catering and staffing needs and to participate with interviewing prospective kitchen employees. To appoint casual/temporary staff in consultation and agreement with the Area Catering Manager or Assistant Manager. 10. Control of, or assistance with, as appropriate, any additional official catering commitments agreed with Area Catering Manager or Assistant Manager. 11. To carry out emergency feeding if required. 12. To be responsible for, and organisation of, preparation of the room(s) used for dining including the positioning or erection of furniture and the cleaning and sweeping of the room(s) after use, where applicable. 13. To undergo training in the workplace and on formal courses. To have the opportunity, if requested by the employee, to develop catering and management skills together with the skills required to become a Service Delivery Manager. 14. To undertake such other duties as required for the effective operation of the Business Unit and as are appropriate to the grade of the post.  * Any other duties as may be deemed necessary to carry out the full remit of the role.   *OCC catering service reserves the right to transfer an employee to any catering establishment in the locality in which he/she lives or works.* |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Demonstratable relevant experience in catering, food hygiene and/or hospitality or a passion and ability to learn | (A,I,D) |
| Understanding of the legislation regarding nutritional standards, allergens and safety considerations in the preparation of meals | (I,D) |
| Ability to achieve high standards of service and efficient use of resources. to include the supervision of a team of catering staff where necessary | (A,I) |
| Customer centric approach with strong communication skills with the ability to engage with and manage the expectations for a range of internal and external stakeholders | (A,I) |
| Excellent time management and organisational skills with the ability to meet pre-defined targets | (A,I) |
| Ability to understand equalities and diversity and its importance to the provision of a catering service. | (A,I) |
| Manual Handling. Ability to lift and move produce and equipment (Prepping, cooking, lunch tables, benches, deliveries, cleaning) | (I) |
| Understanding the importance of working within a school environment (Safeguarding etc) | (I) |
| A strong command of both written and spoken English, along with arithmetic and IT skills |  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

April 2022