

Role Profile

Post Title:	Catering Supervisor
Grade:	5
Date Created:	1st May 2015

ROLE DEFINITION

To supervise all staff and onsite resources in a small / medium production unit, providing quality catering service.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Provide a high standard of organisation, food presentation and service both on and off site, operating within given budget and in line with operational targets.
- Onsite supervision and direction of catering operatives, ensuring staff adhere to all operational procedures at all times (including financial).
- Responsible for ordering all food and non-food items as required for the preparation, cooking, baking and serving food and beverages to service users.
- Supervise and administer processes associated with the catering operation onsite, assisting the Area Officer in managing the initial stages of the Council's employment related policies and procedures, which may include recruitment, induction and training / re-training.
- Be conversant with and operate at all times within current Health and Safety at work legislation and Food Hygiene Regulations, ensuring that staff follow safe working and hygiene practices at all times.
- To liaise with Head Teacher / Head of Establishment on all aspects of the catering service.
- Completion and retention of any records associated with the operation of the unit.



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- Handling and reconciliation of cash in preparation for banking.
- Where appropriate arrange transportation of meals (export / import).
- Responsible for reporting equipment, fabric and service faults.
- Co-operate with the introduction and training of new procedures and / or new equipment / technology.

ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	<ul style="list-style-type: none"> • REHIS Elementary or equivalent • REHIS Intermediate or equivalent • REHIS Food & Health or equivalent 	<ul style="list-style-type: none"> • 706/1 and / or 706/2 or SVQ Level 2 in Catering or equivalent 	<ul style="list-style-type: none"> • Application Form • Interview
Experience	<ul style="list-style-type: none"> • Previous experience in commercial catering 	<ul style="list-style-type: none"> • Supervisory experience 	<ul style="list-style-type: none"> • Application Form • References • Interview
Specialist Knowledge	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Health and Safety knowledge • HACCP (food safety) • Nutrition knowledge • Therapeutic diets • Function work 	<ul style="list-style-type: none"> • Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	<ul style="list-style-type: none"> • Ability to cook and bake • Interpersonal skills 	<ul style="list-style-type: none"> • Presentation skills • Craft training skills • People Management 	<ul style="list-style-type: none"> • Application Form • References • Interview



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	<ul style="list-style-type: none"> • Effective communication skills • Ability to motivate others 		
Other	<ul style="list-style-type: none"> • Willing to undertake training as required • Required to join the PVG Scheme for this type of regulated work 	<ul style="list-style-type: none"> • Ability to help with catering functions • Flexible working to suit the needs of the service 	<ul style="list-style-type: none"> • Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<p><u>Focus</u> we put our customers first we understand the bigger picture</p>	<ul style="list-style-type: none"> • Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
<p><u>Passion</u> we take pride in the jobs we do we are ambitious for our community</p>	<ul style="list-style-type: none"> • Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
<p><u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together</p>	<ul style="list-style-type: none"> • Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

