Job Description

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| **Job Title:** | **Catering Supervisor** |
| **Reports to:** | Catering Operations Manager |
| **Department:** | Operations |
| **Job Family & Level:** | FC5 |
| **Responsible For:** | Catering Assistants |
| **Job Purpose:** | Responsible for all activities and operations within venue catering outlets including café and hospitality requests; cooking, organisation and supervision of food service. Liaising with other supervisors across OnFife regarding events, catering, and other operational matters e.g. stock control, stock management.  Supervise Catering Assistants and coordinate the activities of employees working within the catering environment. |
| **Key Tasks & Responsibilities:** | * Preparing food and all associated cooking tasks (including special dietary meals, menu planning and portion control) * Organising and supervising of food service, (preparing and cooking) portioning control of meals and provision of special dietary meals * Ensuring opening and closing procedures are followed correctly * Maintaining good working relationships with team and colleagues as well as customers * Controlling hygiene, health and safety including security of the kitchen and its surrounds * Controlling of hygiene, health and safety in the kitchen as well as packaging and transportation of meals to other establishments as required * Ensuring that the catering areas cleanliness is followed using cleaning schedules * Delivering all legal requirements for food hygiene, allergens and health & safety at work within the guidelines of OnFife policies and procedures * Assisting as required, the evacuation of staff and customers during an emergency situation e.g. fire alarm * Ensuring maintenance and security of equipment * Serving food and beverages and recording payments ensuring customer satisfaction at point of contact * Adhering to budget controls and targets, record keeping e.g. ordering of supplies, stock control, and 4 weekly reconciliation of sales and purchases as well as completing required paperwork including electronic returns * Implementing all agreed catering cash, till and financial (banking etc) processes and procedures * Assisting with deliveries and distribution of stock as required * Using IT systems including cashless purchase system, email, payroll systems and Fife Council software * Directing and supervising employees within the kitchen as required and operational control of service (including allocation of duties, work rotas and training) * Training and developing staff to ensure high standards of customer service are provided by a responsive, engaged catering team |
| **Working Conditions** | You are required to work at any OnFife place of work within Fife as reasonably required by OnFife.  Weekend and evening work form a necessary part of the working week. |
|  | The post holder may be required to perform duties, appropriate to the level of the post, other than those given in this job profile.  The duties and responsibilities attached to a job may vary from time to time without changing the overall purpose of the job and would not therefore, justify reconsidering the grade for the job. Such variations would be reflected in an updated job description. |

Person Specification

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| **Job Title:** | **Catering Supervisor** |  |  |
| **Attributes** | **Essential** | **Desirable** | **Assessment** |
| **Experience** | Cooking experience in a relevant environment  Experience of working in a catering environment  Ability to provide a regular and effective service  Experience of cash handling |  | Interview  Application  References |
| **Skills Abilities and Knowledge** | Understanding dietary and nutritional needs  Prioritisation and initiative taking skills  Communication skills  Supervisory skills  Organisational skills  Numeracy and administration skills  Costing experience  Understanding of health and safety requirements  Confident user of IT applications  Understanding of HACCP procedures  City and Guilds 706 1 or 2 or equivalent  Elementary food hygiene certificate | Experience of staff training  COPC certificate or relevant experience  Marketing skills  Intermediate food hygiene certificate | Interview  Application  References |