



Job description			
Job title	Chef Supervisor – Holy Family Catholic Primary School and Nursery - Cronton		
Grade	F (SCP 12-17)		
Directorate	Communities & Neighbourhoods		
Service/team	Commercial Services		
Accountable to	Contract Manager		
Responsible for	Catering Services		
JE Reference		Date Reviewed	

Purpose of the Job

You will be responsible for managing the effective, efficient and professional delivery of the Schools Meals service. You will be accountable for food preparation and supervision of the kitchen and its resources.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Service Provision

1. Take a robust and consistent approach to operational management of the catering service, acting in line with customer care principles and the department's policies and procedures.
2. Delegate and oversee catering tasks to ensure strict compliance with the service specification, menu design and agreed working practices which meet legislative and performance standards.
3. Carry out tasks both individually and as part of a team.
4. Maintain high standards of hygiene at all times, preparing food and overseeing general cleaning duties in line with the correct standards and procedures.
5. Uphold the organisations professional standards at all times.
6. Promptly report all repairs, replacement of equipment or improvements in services.



Working Pattern:

The postholder will be employed to work on weekdays for a duration of 25 hours per week. The salary is pro-rata as the post-holder will receive retention pay for absences during all school holidays.

Staff Development:

You will be required to participate in mandatory training and development exercises within a reasonable timeframe of commencing employment. You will also be responsible for ensuring that all staff partake in training within the relevant timeframes.

You will participate in implementing the staff induction, review and development processes in line with policies and procedures. You will also be responsible for the continued monitoring and evaluation of staff.

Management Information and Administration:

You will complete and submit all relevant documentation as directed in a timely manner.

You will comply with all auditing requirements by completing, maintaining and submitting all relevant documentation e.g. temperature control monitoring sheets, food and equipment orders, staff timesheets and absence returns form

Communications:

You will always act professionally and demonstrate excellent communication standards with pupils, teaching staff, colleagues and management. You will contribute towards positive, constructive and effective relationships.

Knowsley Better Together – Staff Qualities





Health and Safety

- Use equipment as instructed and trained.
- Comply with relevant health and safety legislation and operate in accordance with a safe system of work and risk assessments.
- Ensure compliance with all policies and procedures.
- Work in a manner that will ensure your own personal safety and that of others.
- Identify and report health and safety issues which could place individuals at risk.
- The post holder will be required to complete the following courses within a reasonable timeframe (if not already achieved):
 - Safe Moving and Manual Handling of Loads
 - Core Health and Safety
 - Food Hygiene (Level 2)
 - Food Allergy and Intolerance Awareness
 - Fire Safety
 - Level 2-3 in Professional Catering (or equivalent qualification)
 - Level 3 in Food Safety and Managing Food Safely

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.