**Job Description: Catering Supervisor**

**Reporting to:** Operations Manager

**Location:** Ark St Alban’s Academy

**Contract:** Permanent

**Working Pattern:** 37.5 hours per week. Term time only, plus one week (Mon – Fri, 07:00 to 15:00)

**Salary:** Ark Support Scale 6, (Pay Points 8-19)

Dependant on experience and qualifications

Ark St Alban’s Academy are seeking to appoint an enthusiastic, positive, and experienced Catering Supervisor to work as part of a team reporting directly to the Operations Manager.

Ark St Alban’s Academy are on a journey to transform its catering provision and we are seeking a motivated and experienced candidate to be part of this process. We aim to deliver a consistent, high-quality meal service that meets the needs of the Academy.

**The Role**

You will have overall responsibility for ensuring the Academy’s quality of dining is outstanding, including; dining operations, health and safety, supporting with budgeting and finance, and managing and developing a high functioning catering team.

**Key Responsibilities**

**Food**

* To work with the Operations Manager in the planning and preparation of menus
* To ensure that food is prepared in accordance with the academies Hygiene Procedures, e.g. temperatures are recorded, samples are taken, foodstuffs are stored safely and hygienically and a food production plan is completed
* To lead in the planning, preparation and cooking of food for special functions and special days
* Responsible for building and maintaining a highly functioning catering team by participating in recruitment and selection, effectively structuring each member’s roles and responsibilities, providing regular training and supporting their wellbeing using Ark’s People policies

**Operational**

* To ensure that your work area is maintained in a clean and hygienic state at all times
* To adhere to the academies Hygiene, Health and Safety policies
* To demonstrates good standards of customer service
* To lead with stock control/stock taking
* To instruct Catering Assistants in food production methods
* To receive and check supplies and store safely away
* To assist the operations manager with the catering functions budgetary and gross profit targets, recommending and implementing cost reductions and service improvements
* Provide information to enable the Operations Manager to produce financial analysis when required

**Other**

* To undertake any other reasonable requests made by the Operations Manager
* To attend external meetings or training courses as required
* Actively promote the safety and welfare of our children and young people
* Ensures compliance with Arks data protection rules and procedures
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description reflects the present requirements of the position. The job description will be reviewed annually as part of the appraisal process. As duties and responsibilities change and develop, the job description will be subject to amendment in consultation with the employee.

**Person Specification: Catering Supervisor**

**Qualifications**

* Right to work in the UK
* Relevant catering qualification is desirable
* Health & Hygiene Certificate is essential
* First Aid qualification would be desirable but not essential

**Experience**

* Experience of catering in large quantities, ideally within a school or education setting
* Experience of working with children
* Experience of cultural diversity, with particular reference to food preparation and dietary preferences would be desirable but not essential
* Knowledge of healthy eating and nutrition and creating related menu’s
* A good knowledge/experience of home baking is preferred but not essential.

**Personal Characteristics**

* Hard working, conscientious, detail orientated and highly organised
* Excellent team player, helpful, friendly and willing to undertake extra tasks as and when necessary
* Good role model for students and staff, with high expectations for self and others
* Genuine interest and willingness to help children learn how to eat healthily
* Enthusiasm for high nutritional standards

**Other**

* Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities.
* Commitment to the safeguarding and welfare of all pupils.
* This post is subject to an enhanced Disclosure and Barred service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.