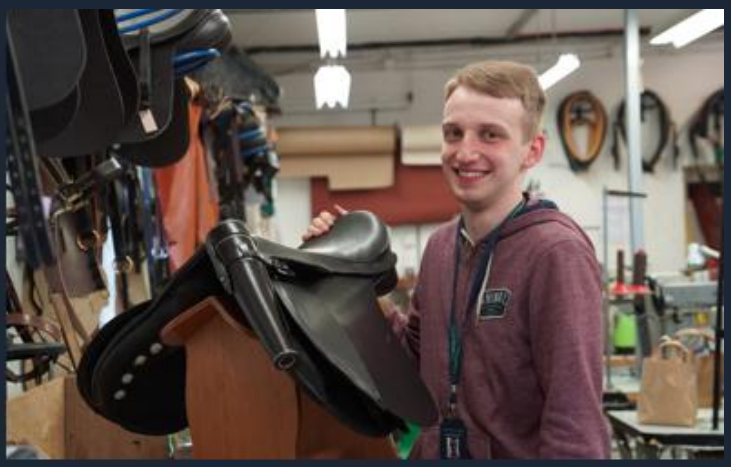
Capel Manor College

Catering Supervisor

Job Description & Person Specification



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JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post Catering Supervisor
Scale Business and Learning Support
Grade Scale 6 points 23-25
Responsible to Catering Manager/Chef
Location Enfield
Contract Full-time, Permanent

Key Responsibilities:

The key responsibility of the Catering Supervisor is to work closely with the College Catering Manager/Chef to realise the full potential of the catering operation and to maximise income generation. The post holder will manage the catering operation at the College for all client groups including students, staff and public. The post holder, in liaison with the College Catering Manager/Chef and the Marketing and Events Manager, will develop the weekend operation to improve profits by providing a quality service to the public visiting the gardens.

Responsibilities:

1. Assist the College Manager/Chef with the daily catering and restaurant operations; this includes vending at the College Centre, the in-house catering and restaurant provision, and services provided for in-house requests, shows, lettings and commercial events
2. Co-ordinating and supervising the day to day duties of the catering assistants or any casual staff appointed by the College Catering Manager to work within the Catering department
3. Prepare food for cooking of daily menu meals to provide a quality and wholesome range of healthy meals at reasonable prices to meet the needs of all client groups.
4. Preparing and cooking of meals and the operating all the range of specialist cooking equipment within the catering department
5. Assist with planning menus and pricing to achieve the required good commercial returns and contribution
6. Assist with ordering of supplies and provisions, to obtain value for money and using the Colleges finance ordering system to order and request payments for invoices entered for payment
7. Maintain records of the number of meals prepared; those subsequently sold or wasted; ensure income records are accurately maintained, cash floats are held securely
8. To lead the catering team in absence of the Catering Manager/Chef to ensure all catering requirements and processes are met
9. Assist with the staff rota's
10. Reconcile recharges for in-house and commercial catering events
11. Assist with regular stock-takes on all consumables and non-consumable items used in the kitchen
12. Assist with induction and training of supervised staff in kitchen and front of house duties
13. Assist the College Catering Manager/Chef to ensure staff levels are maintained to support the effective delivery of daily/weekend services within the agreed budget
14. Respond to comments and feedback from client groups to improve the quality of the service and uphold service standards
15. Organise and participate in team meetings to facilitate feedback and discussion on quality and service provision
16. Adhere to Health and Safety and Hygiene regulations and ensure similar compliance by all catering staff
17. Assist with update risk assessments associated with the catering operations in liaison with the College Catering Manager and College Health and Safety Officer
18. Liaise as required with the Assistant Principal/Centre Manager facilities over the day to day maintenance of fixed facilities in the kitchen and restaurant
19. Assist with monitoring wastage and other systems to ensure all resources are used efficiently to improve the overall contribution achieved by the catering operations and minimise the resultant environmental impact, in keeping with the College's sustainability ethos
20. Oversee the cash tills and cashing up at the end of shifts and ensure monies are secured in the safe

21. Ensure that procurement, asset security, till operation and money handling is at all times in line with the College's Financial Procedures
22. Provide the Finance Department with accurate log sheets of all takings and provide explanation for all discrepancies
23. Ensure the restaurant, kitchen, seating, server area and terrace surrounds are kept clean and free of litter and rubbish
24. Be responsible for opening and locking arrangements of the catering facilities/buildings at weekends or as requested by the College Catering Manager/Chef and/or Marketing and Events Manager
25. You will be required to work bank holidays in rotation with the College Catering Manager/Chef and cover the Catering Manager/Chef for holidays
26. Perform any other duties consistent with the role as required by the College Catering Manager/Chef or the Assistant Principal/Centre Manager or the Marketing and Events Manager or other members of the Senior Leadership Team
27. To have knowledge of Health and Safety, to implement good working practices and ensure a safe working environment to work in. This includes providing a safe place of work for all Colleges, safe systems of work, safe use of equipment, safe and competent fellow workers and protection from injury

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Level 2 Food Hygiene Certificate and a willingness to undertake more advanced levels
- Health and Safety Certificate is advantageous
- First Aid Certificate or a willingness to undertake qualification

Experience

- Previous experience in similar catering role, preparing and cooking a range of food to suit a variety of menus
- Previous experience of using commercial catering equipment
- Customer service experience
- Some experience of dressing a room to suit the needs of functions ranging from a buffet to a silver service would be desirable
- Experience of supervising and developing catering staff

Skills, Abilities and Knowledge

- The ability to develop positive working relationships with individuals at all levels
- The ability to communicate effectively, orally and in writing
- Effective organisation skills
- Excellent administrative skills
- Ability to work on own initiative and as part of a team, supporting others as required
- Flexibility, responsiveness and willingness to evening and weekend working
- Basic computer skills in Microsoft Outlook, Word and Excel
- Demonstrate a commitment to excellence in customer care
- Possess commercial acumen and enthusiasm

- Previous experience of maintaining budgets

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required