JOB DESCRIPTION

Post Title: UNIT SUPERVISOR – PRIMARY SCHOOL	
Department: Operations	**Establishment/Post No: I51**
Division/Section: CATERING SERVICES	**Post Grade:** Grade 6
Location: Primary & Special Schools with Production Kitchens	**Post Hours:** 30 hours per week

Special Conditions of Service:

All staff must have enhanced DBS clearance for children before they can work in a school or childcare establishment

Weekend and evenings, out of hours working as and when required

Purpose and Objectives of Post:

To manage, develop and maintain an efficient and effective catering service with the primary or special school environment.

To control and operate within agreed targets and budgets as required by Bury Council.

Accountable to: Head of Catering

Immediately Responsible to: Area Catering Manager

Immediately Responsible for: Assistant Supervisor and/or Catering Assistants

Relationships:	
Internal:	***External:***
All CYPC employees and other employees of the Authority Head Teachers Teaching, administration and ancillary staff School Governors	Contractors and Suppliers Members of the public

Control of Resources:

Personnel:	All staff working under his/her control
Financial:	Purchasing and control of raw materials
Equipment/Materials:	Ensure that standards of food and non-food are to agreed specification and standard. Be responsible for the cleanliness, maintenance and safe working conditions of all light and heavy equipment and furniture.
Health & Safety:	Use of materials and equipment in a safe manner with regard to self, other employees and customers. Awareness and understanding of the implementation of the Health, Safety and Hygiene Regulations and COSHH

Duties/Responsibilities

1. Responsible for the management and delivery of catering services with his/her establishment.
2. Purchase and control food and other materials in accordance with agreed procedures and budgets.
3. Ensure that financial targets are met.
4. Cook and prepare meals as per the agreed menu and ensure that assistant supervisors and staff are trained to produce meals to the same high standard.
5. Responsible for the effective supervision, training, discipline and welfare of catering staff within his/her control.
6. Formulate staff duty rotas to ensure adequate cover at all times, in order to maintain an efficient and economic service and avoid unnecessary costs.
7. Continually review work procedures to ensure the most effective methods are being used.
8. Undertake return to work interviews within agreed procedures and policies.
9. Complete staff appraisals in line with EDS Leisure Services procedures.
10. Provide catering for special functions as required.
11. Ensure that all food safety monitoring procedures are adhered to and that recording systems are followed.
12. Ensure that all health, safety and hygiene issues are addressed and adhered to at all times.
13. Responsible for the cleanliness of all equipment, kitchen surfaces, dining furniture and dining areas (sole use)
14. Attend meetings as required.
15. Attend training courses and seminars as required.
16. Undertake any other duties and responsibilities of an equivalent level as the need arises.
17. Support, implement and contribute to the development of the Council's Equal Rights Policies and Practices in respect of both employment issues and delivery of services to the community.

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

- The post holder is responsible for Employees Duties as specified with the Corporate and

Departmental Health and Safety Policies.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired.

Job Description prepared by	Sign:	Date:
Agreed by Postholder	Sign:	Date:
Agreed correct by Supervisor/Manager	Sign	Date

DEPARTMENT FOR OPERATIONS
PERSON SPECIFICATION
UNIT SUPERVISOR-PRODUCTION KITCHEN

CORE BEHAVIOURS FOR THE POST (Please tick those relevant)			
Commercial Thinking & Analysis		Planning	✓
Customer Service	✓	Developing Self & Others	✓
Delivering Results	✓	Teams, Networking & Partnerships	✓
Values, Ethics & Diversity	✓	Adapting to Change	
Delivering a Quality Service(Continuous Improvement)	✓		

ASSESSMENT METHOD	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
Application and Interview	NVQ Level 1 & 2 or equivalent in food preparation and cooking	✓	
Application and Interview	Substantial experience in catering and relevant experience at supervisory level or assistant supervisory level	✓	
Application and Interview	Basic Food Hygiene Certificate	✓	
Application and Interview	Be able to communicate effectively, motivate and lead a team.	✓	
Application and Interview	Demonstrate sound knowledge of Health & Safety and food safety systems	✓	
Application and Interview	Have the ability to maintain high standards of service and customer care.	✓	

THE ABOVE SHORT-LISTING CRITERIA PLUS THE FOLLOWING:

ASSESSMENT METHOD	INTERVIEWING CRITERIA
Interview	Must be capable of food preparation and cooking
Interview	Demonstrate an awareness of the Welfare and Safeguarding of Children & Young people
Interview	Must be capable of monitoring fridge and freezer temperatures
Interview	Must be able to demonstrate an awareness of a high standard of hygiene both operational and personal.
Interview	Must have a full driving licence and access to a car
Interview	Must be able to demonstrate an awareness of safety within the working environment & be conversant with Fire regulations.
Interview	Must be self-motivated and have the ability to work under pressure.
Interview	Must have the ability to communicate clearly with staff, teaching staff and pupils.
Interview	Must be capable of maintaining basic records.
Interview	Must be capable of efficient stock control.