



Corpus Christi Catholic Primary School

Job Description

Job Title: Catering Supervisor

Responsible to: School Business Manager (SBM) and Headteacher

Line Manager: SBM

Main Purpose of the Job

1. To supervise and work with the Catering Assistants and Hall Lunchtime Assistants in the preparation of hot school meals
2. To supervise, organise and work with the Catering Assistants and Hall Lunchtime Assistants in the washing up and cleaning elements of the lunchtime service
3. To oversee the safety, general and welfare of pupils during the break period
4. To be the link between the team of Catering Assistants and Hall Lunchtime Assistants and the SBM/Headteacher

Main Duties and Responsibilities

- To organise, deploy and direct the catering Assistants, in consultation with the SBM as necessary.
- To work with the catering suppliers following up food quality
- To liaise with the meal providers to ensure children have booked lunches.
- To deputise in absence of a member of the Catering team and Hall Lunchtime Assistants, with suitable support where required
- To assist in all aspects of food preparation and serving of meals
- To carry out washing-up, cleaning of equipment and kitchen areas, including 'deep clean' during school holiday periods
- To allocate lunches to children and clear and clean the dining areas when necessary
- To promote the safeguarding and welfare of children and young people in accordance with the school's safeguarding and child protection policy
- To provide advice and support to Catering Assistants and Hall Lunchtime Assistants and to liaise with the SBM where necessary
- Ensure the Catering Assistants and Hall Lunchtime Assistants comply with school practices and policies for the notification and recording of incidents.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas
- To maintain good order in the dining area
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal

- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables where necessary
- To assist in the setting up and removal of furniture where necessary
- **To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team**

Supervision & management

- The Postholder will be responsible for the supervision of Catering and Hall Lunchtime Assistants, and undertaking PDR's

Problem solving and creativity

- Work to strict deadlines when planning day to day activities.
- Work within established routines and budgets

Key contacts & relationships

- To deal with routine enquiries from staff, children, visitors etc but to refer more complex queries affecting the service / arrangements to the SBM
- To work as a co-operative member in a team of catering assistants
- To liaise as necessary with other school staff

Decision making

- Work within the nutritional guidelines as directed by the Catering Providers
- Preparing food in accordance with menu provisions
- Supervise the movement and conduct of pupils and intervene, as appropriate, to establish safe and proper behaviour
- Use their personal judgement, within any guidelines and policies issued by the school, to define the nature, level of intervention and referral of any issues to senior staff
- Contribute to the management of the other Midday Supervisors

Resources

- Handle and operate a range of kitchen and food preparation equipment (e.g. ovens, hobs, food processors, cutting equipment, pans and catering machinery)
- Participate in training and wear personal protective equipment as necessary

Working environment

The Postholder will be working in a Kitchen environment. Exposure to hot equipment and materials will be on a daily basis. There is a requirement to transport/carry food trays and kitchen equipment (not exceeding 25kg)

