

## Job Description

<b>Post Title:</b>	<b>Kitchen Supervisor</b>
<b>Location:</b>	<b>Arnold Hill Spencer Academy</b>
<b>Salary/Pay Range:</b>	<b>NJC3 £16,832</b>
<b>Hours of work:</b>	<b>Full Time 35hrs, <i>Term Time Only, Permanent.</i></b>
<b>Reporting to:</b>	<b>Academy Catering Manager</b>

### Purpose of Role

To work in the Catering and Food Service areas under the control of The Spencer Academies Trust, showing a welcoming, efficient and professional manner towards customers, employees and students.

Working with the Academy Catering Manager in the preparation, presentation, service and cleaning of the unit to the Trust standard and satisfaction. The successful candidate will work towards fulfilling the Academy's commitment to a high quality of service and will promote and embody the Academy's ethos - **"Be Inspired & Achieve Together"**

### Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

### Main Duties and Responsibilities

The post holder will be required to work at the different catering locations across the Academy and may, in agreement with the Trust Catering Manager, work at different locations across the Trust.

Specific responsibilities include:

#### Catering Services

- Ensuring that Trust and Statutory regulations, regarding hygiene, safety and cleanliness, are complied with in all tasks at all times
- To comply with all the appropriate legal requirements in the kitchen
- To assist, as directed, with all aspects of preparation, production and presentation of food
- Assisting with serving at Service Time

- To undertake all aspects in cleaning equipment – walls (up to 6 feet), floors, fixtures and fittings, toilets, pots, pans, cutlery, crockery, glassware etc. To be completed daily to the Trust standard according to the cleaning rota or as directed
- To deputise for the Catering Manager as appropriate and in cases of absence
- Comply with the rotas set by the Catering Manager and rotate jobs on a termly basis
- To assist in loading service counters, as directed, and to ensure sufficient supplies
- To ensure a high standard of personal and general cleanliness and hygiene to comply with Trust and statutory regulations
- To assist with vending filling, cleaning & emptying cash boxes
- To ensure tables are left clean (tables are at child level)
- To operate SQUID cashless catering systems
- To maintain catering records to the Trust standards
- Working as a team and to ensure a responsible attitude towards other employees
- To record food temperatures as per Trust standards
- To work as directed by the Catering Manager and Kitchen Supervisor
- To transport food or goods to any building on site
- To have joint responsibility of the Relish system with the catering manager

#### **Irregular Duties**

- To assist at functions some of which may occasionally occur outside normal working hours
- To work in other Trust academies if needed
- To report and where possible take action regarding any customer complaints or compliments
- To report immediately any incidents of - accident, fire, theft, loss, damage, unfit food or other irregularities
- To attend meetings and training courses as may be necessary from time to time
- To attend to any other reasonable requests by management.

#### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

September 2022

Signature

Date

## Person Specification – Catering Assistant

	Essential	Desirable
<b>Qualifications and experience</b>		
Valid Food Hygiene qualification preferred but not essential.		<input type="checkbox"/>
Experience of working in a busy kitchen environment		<input type="checkbox"/>
Previous experience in an educational environment		<input type="checkbox"/>
Ability to follow Codes of Practice. (Please refer to the Health & Safety and Hygiene Practices).	<input type="checkbox"/>	<input type="checkbox"/>
Ability to use general catering equipment safely and correctly	<input type="checkbox"/>	
Ability to deliver high standards of customer service	<input type="checkbox"/>	
<b>Knowledge and skills</b>		
Ability to work collaboratively with others	<input type="checkbox"/>	
Ability to work within school-based systems and specified timelines	<input type="checkbox"/>	
Knowledge of current food legislation in regards to food hygiene and health and safety in the workplace.		<input type="checkbox"/>
Able to prepare, cook and present food to meet quality, cost and food and health and safety standards.	<input type="checkbox"/>	
Experience of preparing, cooking and serving of food within a large catering operation. (e.g. school, factory or large restaurant).		<input type="checkbox"/>
Ability to plan and organise own workload within the kitchen and provide support to the team as required.	<input type="checkbox"/>	
<b>Personal qualities</b>		
Excellent interpersonal skills with the ability to maintain strict confidentiality	<input type="checkbox"/>	
Initiative and ability to prioritise own work and that of others to meet deadlines		
Efficient and meticulous in organisation	<input type="checkbox"/>	
Able to follow direction and work in collaboration with the leadership team	<input type="checkbox"/>	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	<input type="checkbox"/>	
Ability to evaluate own development needs and those of others and to address them	<input type="checkbox"/>	
Commitment to the highest standards of child protection and safeguarding	<input type="checkbox"/>	
Recognition of the importance of personal responsibility for health and safety	<input type="checkbox"/>	
Commitment to the Trust's ethos, aims and whole community.	<input type="checkbox"/>	

An expectation within our Academy is that all staff take responsibility for safeguarding and promoting the welfare of children and young people. This post is therefore subject to an enhanced DBS Check.