

## Job Description

### Post: Catering Supervisor

#### Purpose

To challenge educational and social disadvantage by achieving the highest possible standards of catering supervision and preparing all our students to lead successful lives.

#### Duties and Responsibilities

- Assist group catering management by successfully producing and consistently delivering the highest standard of food offering to pupils, staff, parents and visitors within pre-agreed budget.
- Develop in conjunction with group catering management a food offering across our Trust that promotes and encourages healthy eating habits through innovative, seasonal menu planning.
- Accurately manage portion sizes and food production to minimise wastage within budgetary parameters.
- Be a leader in the kitchen and make sure the team are prepared for all services.
- Take responsibility for the kitchen and catering team promoting efficiency of staff activity, maintaining high morale and stimulating levels of interest within the team.
- Understand the needs and requirements of our customers, striving to exceed them each day.
- Promote efficiency, budget awareness, academy values and commit to modern, fresh cooking techniques.
- Demonstrate a positive working manner with an enthusiastic, committed and flexible attitude promoting the importance and benefits of effective teamwork.
- Manage effective communication between the front of house and back room staff.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the academy leadership team or Executive Chef.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***