

## Job Description *Catering Supervisor*

<b>Service:</b>	Libraries, Museums, Culture and Archive	<b>Team:</b>	Lancashire Outdoor Education Service
<b>Location:</b>			
<b>Salary range:</b>	£24404	<b>Grade:</b>	4
<b>Reports to:</b>	House Manager	<b>Staff responsible for:</b>	Catering team

<p><b>Job Purpose</b></p> <p>Assist with the delegation of day to day responsibilities to the Catering team, to produce and deliver a high quality and cost effective service of food.</p>
<p><b>Accountabilities/Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support the House Manager to ensure staff are meeting customer needs, booking demands and maintain high levels of catering provision to budget.</li> <li>• Operate and control food related service, providing interesting and innovative menus, which are value for money.</li> <li>• Monitor the quality of food, portion control and preparation for dietary provisions and delivery of food service.</li> <li>• Maintain high levels of record keeping e.g. ordering supplies in and monitor stock control to establish accuracy of costs are within budget</li> <li>• Maintain a high level of cleanliness in accordance with food hygiene health and safety regulations, ensure defects and breakdowns are reported correctly and assist the House Manager with statutory risk assessments and COSHH related to catering functions.</li> <li>• Monitor stock control and ordering records to establish accuracy of costs are within budget</li> <li>• Identify staff performance and development related to catering and domestic requirements.</li> <li>• Take an active role in service development, including attending meetings, minute taking assisting in service marketing strategy and undertake training deemed necessary.</li> <li>• To undertake other duties appropriate to the House Manager role, which may include weekend, evening and Bank Holiday working.</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• <b>Equal Opportunities</b></li> </ul>

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

## Our Values

**We expect all our employees to demonstrate and promote our values:**

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

## **Person Specification** ***Catering Supervisor***

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• <b>Relevant NVQ in catering or equivalent*</b></li> <li>• <b>Basic Food Hygiene Certificate</b></li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Menu planning, preparation of food and portion control including allergen and special dietary needs.</li> <li>• Experience in food hygiene and health and safety procedures.</li> <li>• Maintaining high levels of record keeping e.g. ordering of stock/stock control</li> <li>• Practical catering and cleaning responsibilities within a residential setting including staff rostering.*</li> <li>• Overseeing a catering, meeting customer demands.</li> </ul>
<b>Essential knowledge, skills &amp; abilities</b>
<ul style="list-style-type: none"> <li>• Good organisational and communication skills</li> <li>• Ability to work unsupervised</li> <li>• Basic knowledge of Microsoft Office packages</li> <li>• Knowledge of Health and Hygiene legislations, COSHH, producing risk assessments and health and safety requirements in a catering capacity.</li> <li>• Ability to work to deadlines, whilst maintaining a quality service</li> </ul>

**Other essential requirements**

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.