

Job Outline

Post: Area Catering Supervisor

Location: Skye

Hours: 35 per week

Duration: Permanent

Cluster: Skye

Grade: HC06 £17.91 - £19.35 per hour

Contact Name: Caroline Knox

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Job Purpose

To assist the Area Catering Officer in all activities pertaining to the catering operation within their area of responsibility. To assist the Officer to direct the unit staff in the provision of a quality catering service.

Job Description – Key Duties and Responsibilities

1. To assist the Area Officer in quality control monitoring of all catering establishments.
2. As instructed by the Area Catering Officer carry out corrective actions and implement changes to service delivery.
3. To have a full understanding of all activities pertaining to the operation of a commercial kitchen.
4. To take a lead role in Healthy eating and Service Promotion initiatives.
5. Take a lead role in ensuring that training, induction and assessments for staff are completed.
6. Ensure that the personal training records for individual staff are completed and updated at all times including any other relevant documentation.



7. Using CiA (the Council's e procurement system) to place orders for foodstuffs and ancillary materials. Where necessary, attend to discrepancies in unit orders by providing further assistance and training for staff.
8. Assist where necessary with the administration of the School Meals cashless system, including software data, reports, the collection and reconciliation of money collected from revaluation units and other associated income, and banking arrangements and provide training to staff where required.
9. Provide a positive link between the Area Catering Officer and the operational workforce.
10. To assist with recruitment at a local level.
11. To cover any Cook in Charge posts within the Catering Service as and when required.
12. Travel throughout the area maintaining the delivery of the Catering Service.

Other Duties

The post holder may be required to perform duties appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to the post may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it may be necessary to update this job specification from time-to-time.

Person Specification

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

1. Experience of food preparation and cookery
2. Experience of providing a quality catering service
3. Experience of supervising other members of staff in a team



4. Elementary Food Hygiene Certificate progressing to Intermediate level
5. A catering qualification, however considerable experience could be considered
6. Understanding the importance of nutritional needs and promotion of Healthy lifestyles
7. Experience of carrying out individual and group staff training
8. Ability to handle and account for cash accurately
9. Ability to work on own initiative within scope of responsibilities
10. Ability to prioritise work and meet targets and deadlines
11. Ability to communicate effectively with staff at all level
12. Computer literate, experience of e-procurement or have a willingness to learn
13. Ability to build successful relationships and work as part of a team
14. The post holder must be willing to travel throughout the area as required

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.



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