

Role Profile

Post Title:	Assistant Catering Supervisor
Grade:	5
Date Created:	29th August 2023

ROLE DEFINITION

To assist in supervising all staff and onsite resources in a large production unit providing a quality catering service.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Provide a high standard of organisation, food preparation and service onsite and in other locations if applicable, operating with a given budget and in line with operational targets.
- Supervision and direction of catering operatives, ensuring staff adhere to operational procedures at all times including financial responsibility.
- Responsible for ordering food and non-food items as required for the preparation, cooking, baking and serving of food and beverages to service users.
- Ensure all waste is kept to minimum and recycling processes are in place and adhered to.
- Supervise and administer processes associated with the catering operation on and off site including on the job training of catering operatives.
- Be conversant with and operate at all times within current Health and Safety at work Legislation and Food Hygiene regulation, ensuring staff follow safe working practices.
- Ensure allocation of duties and work rotas are completed fairly and timeously and communications with staff are effective.
- Arrange transportation of meals (import/export) and responsible for all aspect of delivery.



Role Profile

- Ensure the safety of employees, security of kitchen and report any faults in equipment, fabric or service.
- Co-operate with the introduction of any training, new procedures, new equipment or technology.

ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	• REHIS Elementary Food Hygiene or equivalent	• SVQ Level 2 in Catering or equivalent	• Application Form • Interview
Experience	• Commercial catering	• Supervisory experience • IT skills which include all basic Microsoft packages	• Application Form • References • Interview
Specialist Knowledge	• Understanding of HACCP	• Health and Safety • HACCP • Nutrition • Event Catering	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	• Ability to cook and bake • Interpersonal Skills • Written and verbal communication skills • Customer service skills	• Ability to motivate others	• Application Form • References • Interview
Other	• Willing to undertake training as required • Required to join the PVG Scheme for	• Ability to assist with Events	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)



Role Profile

	this type of regulated work • Ability to work flexibly		
--	---	--	--

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.

OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<u>Focus</u> we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
<u>Passion</u> we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
<u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

