

Job Description

Job Title Catering Supervisor

Level 5

Service Facilities Management – Catering Services

Job Purpose

Responsible for all activities in a production kitchen and manage the provision of catering services within the principal production unit and other satellite units.
Organise and participate in internal and external function catering as required and arrange transportation of meals and functions as appropriate.

Date: 01/05/12



Post Responsibilities:

- Full range of food production skills to cover all menu items.
- Supervision and training of Catering Assistants including Personal Development Review.
- Ensure adequate stock of approved provisions and catering equipment.
- Preparation of menus.
- To ensure portion control and the provision of special dietary meals.
- Cash handling and completion of financial records.
- Ensure all records are kept up to date.
- Provide a service that is customer focused.
- Ensure the efficient utilisation of employees, labour and equipment to meet operational budgets.
- To liaise with external contractors as and when required.
- Organise staff and transport to deliver meals to other locations including events
- To carry out other duties consistent with the post as directed by the Facilities Team Leader.

Possession of:

- Elementary Food Hygiene Certificate essential. Intermediate Food Hygiene Certificate or equivalent desirable.
- Sound knowledge and awareness of Health & Safety and Food Working practices

Substantiated ability to:

- Maintain accurate records
- Work on own initiative, prioritise workload, deliver results against agreed timescales and achieve deadlines.
- Self-motivate with the skills to motivate others, with a positive approach to team work
- Meet the standards required under the Values and Behaviours of South Ayrshire Council



Demonstrable experience of:

- Supervisory skills and sound knowledge of working in a production kitchen
- Good practical skills with high standards of food production and presentation
- Fluent Communication skills, both verbally and in writing

Proven Technical Understanding of:

- Customer care with a strong commitment to providing a high standard of service delivery
- Literacy and numeracy skills with the ability to complete basic financial records
- Microsoft Office packages

In terms of the Protection of Vulnerable Groups (Scotland) Act 2007, this post is designated as Regulated Work. Consequently, in order to undertake the duties of this post, you must hold Membership of the Protecting Vulnerable Groups (PVG) Scheme.

If you are charged with any offence, or are involved in any activity which may have implications for your membership of the PVG Scheme, you must immediately notify your Line Manager.

Applicants must be able to recognise and report concerns about the wellbeing of children and vulnerable service users and be able to maintain appropriate professional relationships with service users.

