

# Windsor High School and Sixth Form

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## Catering Supervisor

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### Scale 4

Permanent, full time. Term time only plus one week (40weeks)

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#### Key areas of responsibility:

This post will be based in the main kitchen with responsibility for the delivery of the food service across the school, including the Sixth Form Canteen in conjunction with the Sixth Form Catering Supervisor and all hospitality provided ensuring the school's ethos of achieving high standards is maintained and/or exceeded.

On an operational basis the post-holder will be expected to work within the school's ethos of "excellence for all" and in accordance with the school's procedures and policies.

#### Specific areas of responsibility:

- Overseeing developments, initiatives and their implementation with the Sixth Form Catering Manager and School Chef to ensure the food offered reflects that of the nutritionally analysed menus and that it is carefully prepared and appropriate in balance, colour, content, style and cost
- To work closely with the Sixth Form Catering Manager and School Chef and hold weekly meetings to plan events and theme days to maximise sales
- To provide students, staff and guests with quality wholesome meals and snacks
- To ensure staffing levels are adequate to cover the required workload and within budgeted constraints
- To personally "Walk the Counters" to ensure the food is at the standard expected
- To organise and/or provide training according to the training plan
- To comply with the School's policies and procedures
- To meet regularly with the Finance Manager to review sales and financial improvements and concerns
- To ensure that all operations are compliant with legislation
- To liaise with relevant Faculty Directors to achieve operational objectives
- To help raise the profile of nutritious school food with the students, parents and/or carers – parents evening, external events, hospitality
- To liaise with several internal school departments to ensure that school activities/events and changes to the school days are catered for

#### Marketing

- To be responsible for the effective marketing of the facility using the tools provided
  - ❖ Theme Days
  - ❖ Parents evenings
  - ❖ Healthy eating campaigns
- Provide assistance and support for effective marketing ideas within Sixth Form Catering

#### Catering Staff

- To be responsible for motivating the catering staff, inducting, service based training, supporting, organising and delegating
- To hold weekly team meetings with the purpose of ensuring operational objectives and targets are progressed and met
- To ensure that all staff are presentable, professional and representing the image of the school at all times



- To ensure all appropriate information is communicated and cascaded to the teams
- To provide induction training for new staff and to perform appraisals for all staff; setting targets for the team in line with performance management requirements in order to maximise performance in the service area
- To monitor and set training programmes and introduce CPD for the team, ensuring all mandatory training is up to date and complete
- To provide management cover for the Sixth Form in the event of sickness absence
- To complete any training sessions requested by the School/Trust

## **Budgets**

- To ensure all meals are served according to the recipes and budgets provided
- To ensure that the stock and cash are accurately recorded daily and kept within agreed financial targets to control and monitor all areas of expense to ensure achievement of the budget
- To ensure procedures for accurate receiving, appropriate storing and security of all goods are in operation
- To assist in the monthly finance reporting to Windsor High School and Sixth Form
- To effectively monitor and maintain Gross Profit
- To complete any other reasonable tasks as requested by the School/Trust including providing support to other sites within the Trust

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Windsor High School and Sixth Form is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

<b>To whom responsible</b>	Finance Manager and Headteacher
<b>Line managed by</b>	Finance Manager
<b>For whom responsible</b>	School Chef and Catering Assistants across both Main School and Sixth Form sites
<b>Signature of Employee</b>	
<b>Print name</b>	
<b>Date</b>	

**This job description may be amended at any time by agreement.**