



Job Description

Post:	Kitchen Supervisor – Redriff Primary School
Accountable to:	Head Chef
Salary:	JE2, £16,810 - £17,965 pro’rata per annum (Pro-rata’d to Term Time only and part time hours)
Working Pattern:	35 hours per week (Part-time), 39 weeks per year (Term Time Only)
Location:	Redriff Primary School
Disclosure level:	Enhanced
Responsible for:	Catering Assistants

Main Purpose

To assist the Head Chef with the management of all front of house service issues, kitchen production & Food safety and Health & safety procedures.

Key Accountabilities

Staff Supervision

- To ensure that the staff levels are correct throughout the periods of service
- To ensure that the staff engaged in food service work safely and hygienically at all times
- To ensure that service staff know the correct portions of each dish to be served and that they are familiar with the dishes on the menu and their composition to respond to customer questions’ i.e. food allergens & dietary requests
- To ensure that all front of house staff are always reminded of the importance of good customer care principles
- To ensure that all staff wear the approved academy work wear and that they always present themselves for work looking smart & clean
- To ensure that all serving areas are left clean and hygienic after each service period
- To assist in the preparation of cleaning rotas and to keep the cleaning records up to date
- To organize staff to assist in food preparation as required by the Head Chef
- To supervise the Rota for breaks ensuring essential tasks are covered

Food service

- To assist customers when necessary, always being polite and courteous.
- To maintain high standards of presentation of food.
- To control portion sizes and wastage.
- Recording temperatures as required
- To be aware of menu items
- To serve food as and when required.

Hygiene / Cleaning

- To be aware of hygiene regulations and maintain high standards of health, safety and hygiene.
- To use the temperature probe supplied to check temperatures of food items prior and during food service times.
- To maintain the correct procedures for handling and storing food, rotating stock where necessary.
- To regularly clean equipment and surfaces thoroughly.

Finance

- To assist the catering manager each month in stock taking of both food and non-food items

Health and safety

- To follow policy on safety as outline with training.
- To wear full uniform in all food areas with safe shoes which must be kept clean and smart.
- To operate dangerous machinery only after full training is given.

Standards will be judged by

- Personal appearance and time keeping.
- The degree of co-operation with work colleagues and customers.
- The skill, care and speed with which duties are performed.
- The tidiness and appearance of the unit at all times.
- Hygiene standards.
- The quality of food preparation.
- To cover any area in the establishment as and when required.

Support for Students and Staff

- Participate in special functions and Academy events such as, parent's evenings, open mornings/evenings as required.

Other

- To undertake such other duties as reasonably, correspond to the general character of the post and commensurate with roles of this level within the Academy.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles, which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

	Essential	Desirable
Qualifications		
Have knowledge of food safety / health & safety. Must pass Level 2 On line courses within probation period	Y	
Experience, Skills and Knowledge		
At least 5 years' experience in the industry or similar skills	Y	
Good reading writing & arithmetic skills	Y	
Good knowledge of fresh seasonal produce, cooking methods, food production and current trends.	Y	
Knowledge of nutritional value of food and also to control wastage of food produce	Y	
Good organization skills	Y	
Able to demonstrate understanding of dining service quality points	Y	
Personal Qualities		
Ability to communicate and work with people at different levels	Y	
Ability to work on your own initiative with the minimum amount of supervision	Y	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	Y	
Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Motivation to work with children and young people	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	