



JOB DESCRIPTION

Catering Supervisor

Severndale Specialist Academy Vision:

Our children and young people are aged 2 ½ to 19 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioural difficulties arising from their condition; many have communication difficulties.

EVERYONE VALUED...EVERYONE INCLUDED...EVERYONE LEARNING

Purpose of the Post:

The main purpose of this post is to effectively deliver and supervise the production of food and beverages in a busy café environment, ensuring an efficient operation and maintaining compliances with Food Safety regulations. The successful candidate will be expected to work on their own initiative and promote a high standard of delicious food to the public whilst working with teaching assistants to support the learning and development of our students.

Duties and Responsibilities will include:

Main Duties

- Delivery a profitable operation at Severndale's Futures Campus at Shrewsbury College
- Lead the production of food on site at Futures Campus
- Lead in all activities relating to meal production and service, including setting up and cleaning the kitchen and stages area

Food Provisions and Standards

- Ordering of provisions and materials for production of meals in line with procedures
- Ensure the kitchen is compliant with all Food Hygiene and Health and Safety Legislation
- Ensure equipment and machinery is maintained in a clean safe order
- Ensure the safe storage of food provisions, including recording deliveries, ensuring temperature checks are taken and stock ration

Compliance

- Ensure timely completion of records, time sheets, meal production information, food wastage, product cost, stock takes and weekly returns information
- Ensure collection and recording of all money, to include banking of money which includes completion of recording of banking documentation in line with policy
- Quality control of food, ensuring quality and presentation at service point
- Receive deliveries into the academy and ensure they are delivered to classrooms/office areas as soon as possible with all appropriate paperwork

Supervising Team

- Ensure catering staff under your supervision adhere to all policies and procedures and comply with Food Safety Legislation as well as Health and Safety Legislation

Personal Development

- Attend training courses and team meetings as required

Monkmoor Campus
Woodcote Way
Monkmoor
Shrewsbury
SY2 5SH
Tel: 01743 563333
Principal: Sabrina Hobbs

Severndale Specialist Academy



Everyone valued. Everyone included. Everyone learning.

Reporting

- Line Manager: Academy Business Manager

Benefits of the Post:

1. The grade of the post is: Scale 3, Spinal Point 5 with a progression scale to Point 6
2. The hours of work are: 37 hours per week, 48 weeks per year (term time plus 4 weeks to deep clean)
3. Continuous Personal Development
4. Option to join the Pension Scheme

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.