

Cumbria Constabulary

HAY JOB PROFILE

Job Title: Catering Supervisor **Department:** Estates & Fleet
Reports To: Cook / Asset & Facilities Officer **Location:** Headquarters, Penrith

All employees must ensure compliance with the Cumbria Constabulary Health and Safety Policy, and all other relevant statutory Health and Safety legislation
This job profile has been written primarily for evaluation purposes and may not detail some less major duties allocated to the postholder, nor cover duties of a similar nature, commensurate with the grade, which may from time to time be reasonably required by the relevant manager.

1. JOB PURPOSE

To assist in planning and designing of seasonal menu's, order stock, preparation of the food, serving of meals with agreed methods and portion controls, assist in stocktaking including checking deliveries and storage of stock.

Supervise Catering Assistant/s and ensure all start up and close down duties are undertaken.

Take an active role in promoting the catering facility including undertaking promotional events.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 Plan and design seasonal menu and schedule the recipes to prepare including stock ordering from the appointed stockists keeping within budget.
- 2.2 Preparation of the meals on a daily basis, batch cooking as appropriate to ensure the food is served fresh and held at the appropriate temp / time to meet food hygiene regulations and ready for serving at the allocated meal service times.
- 2.3 Ensure the catering assistant/s are undertaking duties as required.
- 2.4 Keep records and accounts of food purchases and sales
- 2.5 To ensure that food / drinks for meetings are delivered in a timely manner to the correct location
- 2.6 To maintain highest levels of cleanliness and hygiene within the kitchen area, and ensure that the cleaning schedule and daily checks are completed as required.
- 2.7 General cleaning duties to the kitchen area (floors, cookers, storage facilities) and deep cleans as directed.
- 2.8 To ensure the dining hall tables are cleaned during the working period.
- 2.9 To assist in ensuring a high level of health and safety, cleanliness and food hygiene and to ensure that safe working practices are followed.
- 2.10 To immediately report any problems or defective equipment to the Catering Supervisor / Cook or responsible person

Catering Supervisor

- 2.11 Assist in stock taking and storage of stock, including checking deliveries
- 2.12 Cash handling and recording of cash, ensuring cash is passed to the appointed person for banking or stored securely until banked
- 2.13 To ensure any vending / coffee machines are fully loaded and cleaned as appropriate and that cash is removed as and when required
- 2.14 To attend in house and external training courses as appropriate / required including on-line training.
- 2.15 The post holder is part of a team who aim is to promote the general well-being of service users and may be required to work with the client in the kitchen as appropriate.
- 2.16 Ensure compliance with all relevant health and safety legislation, COSHH regulations and all statutory health and safety requirement, and ensure that these are observed by all members of staff and visitors.
- 2.17 Maintain a high standard of personal cleanliness and hygiene and a clean and tidy appearance.
- 2.18 To report any accidents/incidents immediately as per the Accident procedure and complete the necessary documentation.
- 2.19 To provide a service for out of hours emergency's as and when required and pre planned operational events out of normal work hours
- 2.20 To use the pool cars to transport goods, equipment and foodstuff as directed
- 2.21 Take an active role in promoting the catering facility including undertaking promotional events.
- 2.22 To carry out any other reasonable duties within the overall function of the job commensurate with the grading of this position.

3. DIMENSIONS

The post holder will assist in the preparation and service delivery of the foodservice including adhering to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

4. KEY FEATURES

4.1 Framework and Boundaries

To co-operate with the Constabulary in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.

To carry out the duties and responsibilities of the post in compliance with the Constabulary's equal opportunities policy.

To maintain confidentiality and observe data protection and associated guidelines where appropriate.

4.2 Important Working Relationships

Working with the catering assistant and forging a good team working ethic

Everyday contact with customers fostering a warm atmosphere.

Contact with members of the public, delivery personal.

Regular contact with the Cook and Asset & Facilities Officer to develop a robust working relationship

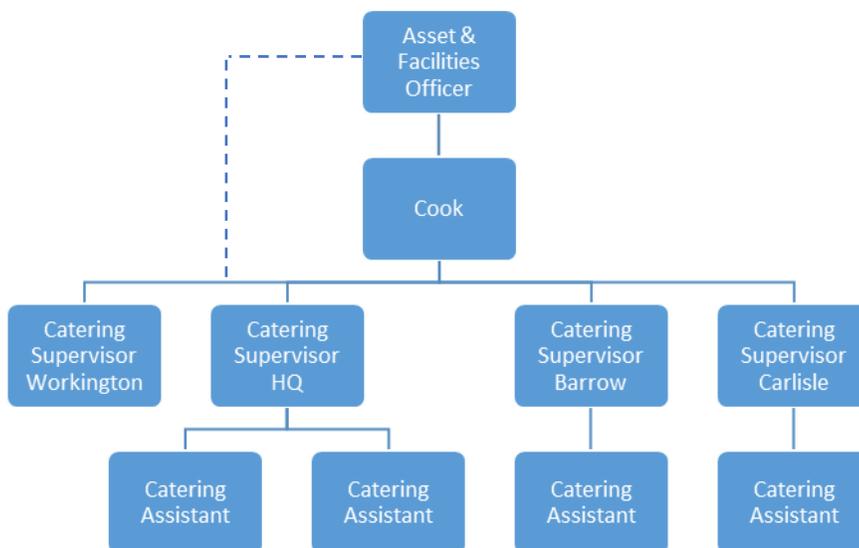
4.3 Major Challenges

The post holder will be responsible for the preparation and delivery of a foodservice on a daily basis, have an ability to deal with individuals in an appropriately assertive but pleasant manner.

4.4 Knowledge, Skills and Experience

Ability to prioritise, work under pressure and meet deadlines
Experience in dealing with members of the public
Ability to deal with individuals in a tactful but appropriate manner

5. ORGANISATION CHART



Agreed by Post Holder: _____ **Date:** _____

Line Manager: _____ **Date:** _____

**Head of Department/
Division:** _____ **Date:** _____

CUMBRIA CONSTABULARY

PERSON SPECIFICATION

JOB: Catering Supervisor

POST No:

LOCATION: HQ

	Essential	Desirable
Experience And Knowledge	<p>Knowledge of current food legislation in regards to food hygiene and health and safety in the workplace</p> <p>Able to prepare food to meet quality, cost and food and health and safety standards</p> <p>Able to follow Codes of Practice (please refer to the Health and Safety and Hygiene Practices)</p> <p>Able to work in a busy and demanding environment</p> <p>Good customer liaison and communication skills</p> <p>Ability to multi-task</p>	<p>Experience of preparing, cooking and serving food within a catering environment</p> <p>A clean driving licence</p> <p>Knowledge of food and nutrition</p>
Education And Training	<p>Must be able to read and understand written instructions, health and hygiene notices</p>	<p>Level 2 Food Hygiene & Safety qualification preferred but not essential</p>
Competency Value Framework Level 1	<p>Innovate and open minded</p> <p>Delivery, support and inspire</p> <p>Taking ownership</p> <p>Critically analyse</p> <p>Collaborative</p> <p>Emotionally aware</p>	