

Job Title: Catering Supervisor

Salary Range: Min £17,000 – Max £22,000 per annum

Reports to: Manager

Location: Palmer Gardens

Who are we?

Shaw Trust is a progressive charity on an exciting journey to help five times more people over the next five years. For over 30 years we have supported disabled and disadvantaged people to make positive changes to their lives through training and employment, and our ambitious plans need the right people to help us transform many more lives, in many more ways.

What we do is exciting, fulfilling and diverse and it's about to get even better. As well as employment services, we work with kids in schools, help offenders in prisons, and empower people to take part in activities that many of us would take for granted.

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone's life around.

What we need?

To ensure that an adequate supply of food is produced at the required time and to the required standard for the Café and Commercial Kitchen.

Are you right for the job?

- Do you have experience of helping turn around the lives of people through training and/or employment?
- Do you thrive in an environment that encourages you to find new ways to help people?
- Do you have a strong track record of achieving targets?
- Do you motivate people, work well in a team and stay focused under pressure?

Person Specification

Job Title: Catering Supervisor

(E = Essential D = Desirable)

SKILLS AND CORE COMPETENCIES
Technical competency (qualifications and training) ▪ Basic food hygiene certificate. (E) ▪ Level 3 or above Catering qualification (E) ▪ Basic knowledge of IT. (E) ▪ Intermediate food hygiene certificate. (D) ▪ Up to date first aid qualification. (D)
Experience ▪ Experience of working in a Catering business. (E) ▪ Experience of supporting staff. (E) ▪ Experience of working as a Chef. (D) ▪ Experience of working in a customer services environment (E) ▪ Experience in the ordering of stock, checking of deliveries and ensure correct storage and security stock (E) ▪ Responsibility for the preparation and production of food by the kitchen team (E) ▪ Experience of managing/supervising staff. (E) ▪ To have an understanding of disability and employment related issues. (D) ▪ Experience of delivering training or supporting the delivery of training (E) ▪ Experience in budgetary control of food production, to be aware of portion control, profit targets and control of wastage to achieve required profit targets (E)
Skills and Attributes ▪ Financial Planning/awareness. (E) ▪ Self-motivated, good organisational skills. (E) ▪ Flexible approach. (E) ▪ Good verbal communication skills. (E) ▪ Ability to work within a team and possess a flexible approach to work. (E) ▪ Enthusiastic, motivated and keen to deliver a quality service. (E) ▪ A friendly disposition, good sense of humour. (E) ▪ To maintain high standard of personal appearance and to wear the correct uniform and protective clothing at all times on duty. (E)
Safeguarding

▪ Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) ▪ This post requires a Criminal Records Bureau disclosure at Enhanced Level. (E) ▪
Other ▪ Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)

Main Duties and Responsibilities

Duties

1. To take charge of all aspects of the day to day management in the absence of the Catering Manager.
2. To be responsible for and to be involved in the preparation and production of food by the kitchen team.
3. To maintain a high standard of food and hygiene in the kitchen area.
4. To maintain high standard of personal appearance and ensure that other kitchen staff do likewise, and to wear the correct uniform and protective clothing at all times on duty.
5. To supervise and organise other kitchen staff to produce an efficient team.
6. To maintain budgetary control of food production, to be aware of portion control, profit targets and control of wastage to achieve required profit targets.
7. To ensure that all food produced in the Café and Commercial kitchen is to the required standard.
8. To make sure cleaning schedules of the Café and kitchens are carried out to the required standard.
9. To be aware of health, safety and hygiene regulations and the fire drill for the property and to ensure that safe practices are employed in the food preparation area by all staff.
10. To prepare a handover checklist and briefing for the staff covering, if necessary before days off or leave.
11. To assist in the ordering of stock and check in deliveries and ensure correct storage, security and use of stock.

12. To report any faulty equipment, losses or breakages to the Catering Manager immediately.
13. To assist colleagues, either in the kitchens or Café and to work as part of the team.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.

9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment.