

# Job Description



<b>Job Title:</b>	<b>Catering Supervisor</b>
<b>Reports to:</b>	Catering Operations Manager
<b>Department:</b>	Operations
<b>Job Family &amp; Level:</b>	FC5
<b>Responsible For:</b>	Catering Assistants
<b>Job Purpose:</b>	<p>Responsible for all activities and operations within venue catering outlets including café and hospitality requests; cooking, organisation and supervision of food service, preparation of, and service of bars. Liaising with other supervisors across OnFife regarding events, catering, and other operational matters e.g. stock control, stock management.</p> <p>Supervise Catering Assistants and coordinate the activities of employees working within the catering environment.</p>
<b>Key Tasks &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>• Preparing food and all associated cooking (including special dietary meals, menu planning and portion controls)</li><li>• Organising and supervising a food service, (preparing and cooking) portioning control of meals and provision of special dietary meals</li><li>• Ensuring opening and closing down procedures are followed correctly</li><li>• Maintaining good working relationships with team and colleagues as well as customers</li><li>• To ensure that bars (where required) and meeting rooms provisions are planned for in advance with associated staffing scheduled according to demands of business and within agreed manning levels</li><li>• Management of associated bar stock in terms of ordering and questioning to ensure customers get the appropriate breadth of offering</li><li>• Ensure that all team members comply to licensing legislation</li><li>• Organising and supervising a food service</li><li>• Controlling hygiene, health and safety including security of the kitchen, its surrounds, and customer facing areas. Controlling of hygiene, health and safety in the kitchen as well as packaging and transportation of meals to other establishments as required</li><li>• Ensuring that the catering areas cleanliness is followed using cleaning schedules</li><li>• Delivering all legal requirements for food hygiene, allergens, health and safety ad work within the guidelines of FCT policies and procedures</li><li>• Assisting as required the evacuation of staff and customers during an emergency situation e.g. fire alarm</li><li>• Ensuring maintenance and security of equipment</li><li>• Serving food and beverages and recording payment ensuring customer satisfaction at point of contact</li><li>• Adhering to budget controls and targets, record keeping e.g. ordering of</li></ul>

## Working Conditions

supplies, stock control, and 4 weekly reconciliation of sales and purchases as well as completing required paperwork including electronic returns

- Compilation of staffing rotas to meet the needs of the business and in consideration of budgetary constraints and manning levels
- Implementing all agreed catering cash, till and financial (banking etc) processes and procedures
- Assist with deliveries and distribution of stock as required
- Using IT systems including cashless purchase system, email, payroll system and council software
- Directing and supervising of employees within the kitchen and café areas as required and operational control of service (including allocation of duties, work rotas and training)
- Training and developing staff to ensure high standards of customer service provided by a responsive, engaged catering team
- Approval of timesheets and additional payments for team members

You are required to work at any OnFife place of work within Fife as reasonably required by OnFife.

Weekend and evening work form a necessary part of the working week, for which enhanced premiums are paid.

The post holder may be required to perform duties, appropriate to the level of the post, other than those given in this job profile.

The duties and responsibilities attached to a job may vary from time to time without changing the overall purpose of the job and would not therefore, justify reconsidering the grade for the job. Such variations would be reflected in an updated job description.

# Person Specification

## Catering Supervisor

Attributes	Essential	Desirable	Assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Cooking experience in a relevant environment</li> <li>• Costing experience</li> <li>• Supervisory experience</li> <li>• Team working</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with bars and servicing of alcohol</li> <li>• People management</li> <li>• Experience of staff training</li> </ul>	Application CV Interview
<b>Education, Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• City and Guilds 706 1 or 2 or equivalent</li> <li>• Elementary food hygiene certificate</li> <li>• Manual handling awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Intermediate food hygiene certificate</li> <li>• Personal License holder</li> <li>• COPC certificate or relevant experience</li> </ul>	Application CV
<b>Skills, Abilities &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding dietary and nutritional needs</li> <li>• Ability to provide a regular and effective service</li> <li>• Food and catering knowledge</li> <li>• Time management skills</li> <li>• Prioritisation skills</li> <li>• Initiative taking skills</li> <li>• Understanding of health and safety requirements</li> <li>• Understanding of HACCP procedures</li> <li>• Cash handling skills</li> <li>• Administration skills</li> <li>• Literacy skills</li> <li>• Numeracy skills</li> <li>• IT skills</li> <li>• Confident user of IT applications, showing ability to use packages effectively</li> <li>• Administration skills</li> <li>• Organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing skills</li> <li>• Understanding of Scottish licensing legislation</li> <li>• Experience of servicing of events and functions</li> </ul>	Application CV Interview
<b>Interpersonal &amp; Communication Skills</b>	<ul style="list-style-type: none"> <li>• Customer care skills (Focus on customers)</li> <li>• Communication skills</li> </ul>		Application CV Interview