



William Law CE Primary School

Job Description

Catering Supervisor

William Law is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Purpose

Undertakes the full range of activities associated with food preparation, cooking and catering. Involved in the preparation, sale and consumption of meals and convenience foods in a safe and comfortable environment throughout the day at a range of educational establishments.

Main Responsibilities

- Undertake a full range of preparation and cooking activity associated with providing a timely, quality focused service including any individual pupil dietary needs.
- To ensure all the required temperature controls of food and catering equipment are adhered to.
- To assume line management of staff in the absence of the Catering Manager ensuring planned meals are provided to pupils and staff.
- Store food items correctly and ensure stock rotation is carried out.
- Assist in the ordering of food stock and liaise with suppliers for ordering and delivery day schedules.
- Determine the necessary range, quantity, quality, and availability of food items to deliver an agreed daily menu.
- Serve a full range of meals and replenish display areas during the service period to achieve customer satisfaction.
- Clean, wash and sanitise a full range of commercial catering equipment, utensils and work areas used in the preparation, cooking and consumption of food.
- Checking the cleaning schedule has been completed daily.
- Prepare and clear designated dining areas (including the moving, setting up and storage of furniture and equipment) to provide a safe and comfortable environment for the consumption of food.
- Monitors children's general conduct and behaviour throughout the school and intervene to resolve routine issues using appropriate techniques and skills to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder.