

Job Title:	Kitchen Supervisor
Date last reviewed:	March 2024
Grade of post:	Grade 5 (Pay Scale 5-7)
Location:	Cheney School
Line Manager:	Head of Catering
Disclosure Level:	Enhanced DBS

Principal responsibilities

- Preparation of food as required to meet the schools catering commitments
- To ensure the smooth running of the kitchen assisting the catering manager and to take responsibility for the kitchen in the absence of the catering manager.
- To ensure all food is prepared using safe, hygienic practices
- To deputise in the absence of the Kitchen Manager

Detailed duties

- To ensure correct methods & practices, and ensure that laid down legal standards of kitchen & personal hygiene & general health & safety are maintained.
- Monitor food storage in respect of temperature & food life.
- Carry out the production of all meals and snacks etc. as part of a team.
- Record & monitor cold food production levels & adjust accordingly.
- As directed, control sale of meals and snacks etc. ensuring correct procedures are followed in the handling of cash-free systems.
- Assist with preparation, cooking and serving of meals, and assist with washing-up and cleanliness of all appropriate areas.
- Ensure all equipment is used correctly and report any faults or defects immediately in accordance with Health & Safety.
- Assist with any additional catering commitments or emergency feeding to meet the needs of the School.
- Assist with the organisation and preparation of rooms used for dining, including positioning and erection of furniture and cleaning of rooms after use.
- To assist wherever needed to support promotions to increase the uptake of meals within School and Community.
- Liaise as necessary with School Staff and External Suppliers.

General

- Ensure Health & Safety guidelines are adhered to and take reasonable care for own safety and for others who may be affected by your acts or omissions at work.
- Participate in the personal staff development/appraisal process in accordance with school policy.
- To ensure at all times a responsibility for a quality of service, a quality of presentation and a quality of cleanliness of all food service areas.

- To observe appropriate measures for security of stock and premises.
- Undertake such other duties as may be required from time to time.

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Safeguarding Statement to be included in all job descriptions

Cheney School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.