



### **Catering Supervisor – Coleraine Grammar School**

**Primary Location:** Coleraine Grammar School, 23-33 Castlerock Rd, Coleraine BT51 3LA

**Contract Type:** Permanent

**Duration of Contract/Contract End Date:** N/A

**Status:** Part-Time

**Hours per Week:** 35 hours per week

**Working Pattern:** Will involve early morning to mid-afternoon working Monday to Friday, with extremely rare evening and or weekend duties.

**Grade/Scale :** Catering Supervisor | NJC pt 11 - 14 | £14,5269 - £15,2487 per hour

**Additional Allowance(s) :** A retainer fee is paid during school holidays

**Anticipated Interview Date(s) :** Friday 17<sup>th</sup> January 2025

**Additional Information:** This post is based in Coleraine Grammar School. The working pattern for the post is based on the operational delivery within the school setting. This will involve early morning to mid-afternoon's, working Monday to Friday. Occasional there may be evening or weekend duties.

### **JOB DESCRIPTION**

**JOB TITLE:** Catering Supervisor

**REPORTS TO:** Business Manager

**RESPONSIBLE TO:** Business Manager

**RESPONSIBLE FOR:** Supervision of up to 10 staff

### **JOB PURPOSE**

To be responsible for the efficient and effective delivery of all catering service for pupils within the school setting. Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit(s).

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Service Delivery/Operational Issues**

1. Execute skilled cooking activities connected to the full range of menu provision for example preparation of menus, portion control, special dietary meals and function catering where appropriate.
2. Organise and supervise food service, to include all aspects, service points and the transportation of meals.
3. Actively promote the service through parents, principals and customers to increase the uptake of meals.
4. Ensure that the kitchen and dining centres, if applicable, meet current standards of food safety legislation.
5. Ensure all catering practice complies with appropriate Health and Safety Legislation.
6. Responsible for securing the unit.
7. Ensure effective communication links with the school on all aspects of service delivery.
8. Ensure effective communication at all levels through regular staff meetings.

### **People Management**

1. Supervise and direct other employees including allocating duties and work rotas. Where employed at a transporting kitchen, duties also incorporate the work routine of the Catering Assistants and the operational issues of dining centres.
2. Actively participate in the implementation of all policies relating to staff issues e.g. managing attendance, disciplinary and grievance.
3. Provide induction and on-going staff training.

### **Financial**

1. Complete clerical duties associated with the efficient running of the kitchen, including cash handling.
2. Responsible for the managing of all resources to include food, labour, overheads and equipment.

### **General Conditions**

1. All duties must be carried out to comply with
  - (a) Acts of Parliament, Statutory Instruments and Regulations and other Legal requirements.
  - (b) Codes of Practice
2. Carry out all duties in the working conditions normally inherent in the job.
3. Complete all necessary administration as required.
4. Carry out duties for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.
5. Promote and adhere to the Values/ethos of the School.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

## PERSON SPECIFICATION

### NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

### SECTION 1 - ESSENTIAL CRITERIA

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method of Assessment
Qualifications and Experience	<ol style="list-style-type: none"> <li>1. Hold <u>either</u> (A) <u>or</u> (B):               <ol style="list-style-type: none"> <li>A. NVQ level 2 in food preparation and cooking or City &amp; Guilds 706-1 &amp; 706-2 or equivalent or higher relevant qualification <b>OR</b></li> </ol> </li> </ol>	Shortlisting by Application Form

	<p>B. Minimum of two years' experience of food preparation and cooking within a catering establishment</p> <p>2. Evidence of effective supervision or management of a catering team</p>	
<b>Knowledge</b>	<p>Knowledge of Hazard Analysis Critical Control Point (HACCP)</p> <p>Knowledge of stock control and budget management</p>	Shortlisting by Application Form
<b>People Management</b>	Effective leadership and people management skills to successfully motivate, manage and develop a team	Shortlisting by Application Form
<b>Communications</b>	Excellent interpersonal and communication skills	Shortlisting by Application Form
<b>Planning Skills</b>	Effective planning, organisational and decision-making skills and an ability to work under pressure to meet deadlines	Shortlisting by Application Form
<b>Development</b>	Ability to promote and develop the catering service to our children and young people	Shortlisting by Application Form
<b>Other</b>	Willingness to undertake job related training	Shortlisting by Application Form

## SECTION 2 - DESIRABLE CRITERIA

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

<b>Factor</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
<b>Experience/Skills</b>	<ol style="list-style-type: none"> <li>Evidence in the practical use of Microsoft Word and Excel</li> <li>Experience of delivering training</li> </ol>	Shortlisting by Application Form

## **DISCLOSURE OF CRIMINAL BACKGROUND**

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'.

In the event that you are recommended for appointed to a post that involves 'regulated activity', the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.

Further information can be accessed at [NI Direct](#) or the [Department of Justice](#).

**Coleraine Grammar School is an Equal Opportunities Employer.**