

JOB DESCRIPTION**POST TITLE:** Campus Catering Supervisor**DIVISION/UNIT:** Catering Unit**GRADE:** 6**RESPONSIBLE TO:** Area Catering Supervisor**RESPONSIBLE FOR:** Assistant Cook(s)
Catering Assistant(s)**Job Purpose**

Responsible for all catering activities within a Campus kitchen, this will include providing a high standard of catering service, 7 days a week 52 weeks a year which includes opening 8am to 8pm Monday to Friday and 10am to 4pm Saturday & Sunday as well as catering for Function requests and Special Events, making efficient and effective use of all resources available within budgetary constraints and with minimal waste. Provide a supervisory role to the catering team.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Supervise and prioritise, on a daily basis, the work of the Assistant Cooks and Catering Assistants in your establishment and assist with the implementation of employment policies.
5. Provide a full range of skilled cooking and organisational skills within the kitchen in order to provide a high standard of catering service.
6. Prepare and present quality food and beverages in accordance with a broad daily menu, following set recipes and including dietary meals (where appropriate).
7. Direct and control service points and any transported meals service.
8. Promote the Catering Service to the wider Community who utilise the Campus building.
9. Liaise with Function customers to agree the level of service, menus and costings and thereafter plan the event including stock ordering and organising employees to staff the events.
10. Liaise with all stakeholders both in the school, community and public customers as appropriate on matters relevant to the job holder.

11. Explain the cashless system to Primary 7 pupils during their secondary school induction and to new pupils and staff throughout the school year. Provide support to school staff on the use of the cashless system, including how to register pupils.
12. Follow instructions from the telephone helpdesk to resolve any breakdowns of the cashless system or touch pad ordering system.
13. Organise promotional meals and menus and promote healthy eating programmes for pupils, parents and teaching staff.
14. Identify and provide any on the job training requirements for the Catering Assistants in your team.
15. Order food supplies and carry out other related administrative duties, including the use of computerised databases, updating and recording as necessary.
16. Ensure efficient portion and waste control.
17. Efficiently handle/record cash and control budgetary costs.
18. Carry out and check the weekly till system returns for all income sources.
19. Comply with control measures for hygiene, health, safety and security on the premises and the surrounding area.
20. To ensure proper maintenance of equipment, reporting faults and arranging replacement equipment, as required.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
1	3	4	3	4	2	1	3	3	2	2	3	3