

Job description

1. Post information

Post title	Unit Supervisor (GR4)
Division / section	Corporate FM
Department	Edinburgh Catering Services
Responsible to (title)	Field Supervisor
Number of post holders	
Acting up or secondment?	

2. The 'what' – major tasks and job activities

Supervise a large unit, with the potential management of smaller satellite units and ensure that the specified service delivery is met. Ensure cost effectiveness within the Unit. Manage staff and ensure that all Health and Safety and appropriate legislation are complied with. Ensure that all required administrative information is completed and passed to the appropriate location.

General Duties

- Manage the day-to-day operation of the Unit.
- Have daily contact with satellite sites and monthly monitoring visits and unit inspections.
- Liaison with the school management to develop service and offer – In high school's close contact with pupil bodies to drive sales through the cash cafeteria.
- Responsible for the ordering, storage, preparation, cooking and serving of all foods plus cleaning materials for the Unit.
- Responsible for working to a given menu and within the appropriate costs set.
- Management of cashless catering within site – daily and weekly reports
- Work within targets/guidelines as agreed with the Area Catering Manager or Field Supervisor (food and labour costs)
- Completion of all Cook Safe documentation for the purpose of food hygiene delivery of cook safe to transported kitchens.
- Management of complex transport or send outs to other schools and or lunch clubs.
- Coordinate with teaching staff the communication of the whole School Approach to Food in Schools
- Induction and basic training of staff
- Involvement in the production and send out of large volumes of meals, responsible for ensuring the highest quality meals are served and transported.
- Responsible for the day-to-day administration
- Responsible for the training and implementation of kitchen hygiene and cleaning schedules
- Responsible for portion control and special diets as per client specification

3. The 'what' – major tasks and job activities

Knowledge, skills and experience needed to fulfil the role.

Essential

Excellent customer service.
Experience within a catering environment.
Proven cooking experience
Ability to manage a small team and good time management.
Good communication skills and a 'can do' attitude.
Well-presented and good appearance
Reliable and trustworthy
Basic IT Skills – email, word, excel.
Flexible and adaptable to change.
Special diet or allergen awareness
Previous management of a cash cafeteria or commercial catering business

Desirable

Intermediate food hygiene
Knowledge of council policies and procedures
Knowledge of school meal legislation

4. Environment (work demands, physical demands, working conditions, work context)

The duties of this job may vary according to the demands of the business from time to time, the Council may require the post holder to work in varying locations or carry out different duties.

Job is physical in nature and will involve long periods of standing and repetitive tasks

Daily manual handling including transportation of meal containers

Handling and safe use of chemicals and equipment

Setting up of heavy dining room equipment and receipt of deliveries

Timely ordering of supplies and meeting service deadlines

Responsive to staff shortages or other site emergencies

5. Supervision and management of people (numbers and type of staff)

- To be a proactive team leader
- To champion training and team development
- To lead a large team (usually between 6 - 12 staff) of Catering Assistants and Cooks

6. Resources

The post holder will be responsible for:

- The security of the kitchen including the equipment, ensuring premises are well maintained.

- To ensure stock is managed within agreed targets.
- To ensure staff HR information is maintained confidentially.
- Management of absence within site to agreed policies
- To work towards budgets and monitor income targets.

7. Health and safety (do not alter the wording of this section)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
- co-operating with management and following instructions, safe systems, and procedures.
- reporting any hazards, damage, or defects immediately to their line manager; and
- reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Lines managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed, and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.