

JOB DESCRIPTION

Post title	Unit Supervisor (formally Cook Supervisor GS1 & 2)
Division / Section	Edinburgh Catering Services
Department	
Responsible To	
Number of post holders	
Acting up/ Secondment	N/A

Purpose of Job

To supervise, organise and directly participate in the provision of a cafeteria/traditional meal and hospitality catering service to schools, lunch clubs and others. This will encompass direct control over staff management, production, stock control and the maintenance of the Quality System documentation and practices on a daily basis over a Catering Unit.

Major Tasks

Food preparation and cooking of meals for functions for children and adults.

Food service and customer care

Ensuring high standards of hygiene which comply with Health and Safety regulations and food safety legislation.

Supervision of employees working at a Catering Unit.

Job Activities

To provide appropriate diets for children/clients with medically prescribed/ethnic diets.

To organise and participate in the preparation, baking, cooking and serving of all foods.

To organise cost and participate in providing catering for functions as required.

Ensure food safety standards are adhered to in accordance with Cook Safe/HACCP systems.

To recruit, deliver induction and on the job training to departmental standards and to carry out appraisal interviews of staff up to Cook 3 level within units and dining centres.

Record and monitor absence and carry out return to work interviews and counselling where necessary.

Manage staff performance and take appropriate action in accordance with the Disciplinary Procedure up to Counselling level.

To organise and supervise the kitchen and serving duties of all staff on site and at dining centres where applicable and to deal with daily staffing issues.

To ensure paperwork is completed in relation to staff training and staff records.

To report all maintenance requirements in relation to premises and equipment to ensure a safe working environment.

To maintain all documentation required for the Quality System.

To ensure that all ordering/ invoicing procedures and food documentation are properly maintained and the appropriate returns are made to the Edinburgh Catering Services Head Office on a weekly/monthly basis.

To ensure financial targets are met in order to maximise profits (gross profit, staffing expenditure, recording purchases, taking stock, recording income, trading accounts etc).

To conduct Unit Inspections on an annual basis (where responsible for Dining Centres).

To oversee cashless systems (where applicable).

Supervision and Management of People (Numbers and type of staff)

To be a proactive and reactive Team Leader.

To manage Cooks, Assistant Cooks, Catering Assistants (Kitchen Porters to ensure efficient service delivery).

Responsible for up to 5 catering employees within a Catering Unit.

Creativity and Innovation

To meet the needs and changing needs of the customer, responding to any changes in taste or culture.

To use a degree of imagination and innovation in both the presentation and planning a variety of meals.

To provide catering for small functions as may be required.

To adapt and react to emergency situations (e.g. reorganising staff and food transport to cover other units, changing menus).

To promote planned theme days, including creating and composing the menus, marketing the theme day etc.

Contacts and Relationships

Daily contact, both on site and remotely where applicable, with Head Teacher, Business Manager and School Support Staff with regards to the service provision.

Daily contact with sub contractors (e.g. ordering food, deal with complaints, receiving deliveries, liaising with maintenance personnel etc.).

Daily contact with transported meal driver where applicable.

Contact with other Supervisors as and when required.

Daily contact with Catering Area and Assistant Area Managers, Field Supervisors with regards to function requests and staff matters such as discipline and absence.

Daily contact during food service with vulnerable customers as required.

Meeting with parents, as required, with regards to special dietary requirements.

Attend Parent/Pupil Council on request to discuss service provision (normally once a term).

Decisions (Discretion)

Prioritise work load to ensure deadlines are met ensuring employees are managed effectively.

Implement absence management procedures in line with Council policy.

Decide and implement actions to comply with Health and Safety and Food Safety legislation.

Ensure quality of food is of a consistently high standard.

Undertake ordering of food, to meet required stock levels and ensure appropriate book keeping procedures are up to date and maintained accurately.

Respond to emergency situations and decide on appropriate action required.

Decisions (Consequences)

Ensure food is safe for consumption within legal guidelines to adhere to food safety legislation.

Ensure staff are working in a safe environment, are appropriately trained and that the training undertaken is documented.

Resources

To ensure equipment and premises are well maintained.

To ensure premises are secured at close of day.

To ensure stock levels are held at acceptable levels.

Complete responsibility for staff information on-site.

To ensure catering unit targets and budgets are met and adhered to.

Environment – Work Demands

Work subject to daily timescales for food preparation and service across the Catering Unit (e.g. morning service, break service, lunch service, clearing up).

Timely ordering of food supplies.

Responding daily to staff shortages or other emergencies (e.g. food spillages, accidents, equipment failure etc.).

Environment – Physical

Daily manual handling (e.g. receiving heavy deliveries, lifting heavy pots/pans and reiber boxes containing food/hot liquid, emptying ovens and steamers).

Work involves standing for long periods of time (70% of the day).

Environment – Working conditions

Kitchen environment subject to extreme hot and cold.

Noise generated from extractor fans and food mixers, etc.

Environment – Work Context

Use of hazardous equipment/cleaning materials (e.g. meat slicer, sharp knives, steamer, food mixer, sterilising sink, waste disposal).

Knowledge and Skills

Knowledge of how to operate all machinery within a kitchen environment.

Working knowledge of specific dietary requirements.

Knowledge of relevant Council Policies and Procedures relating to staff management (e.g. absence management and discipline).

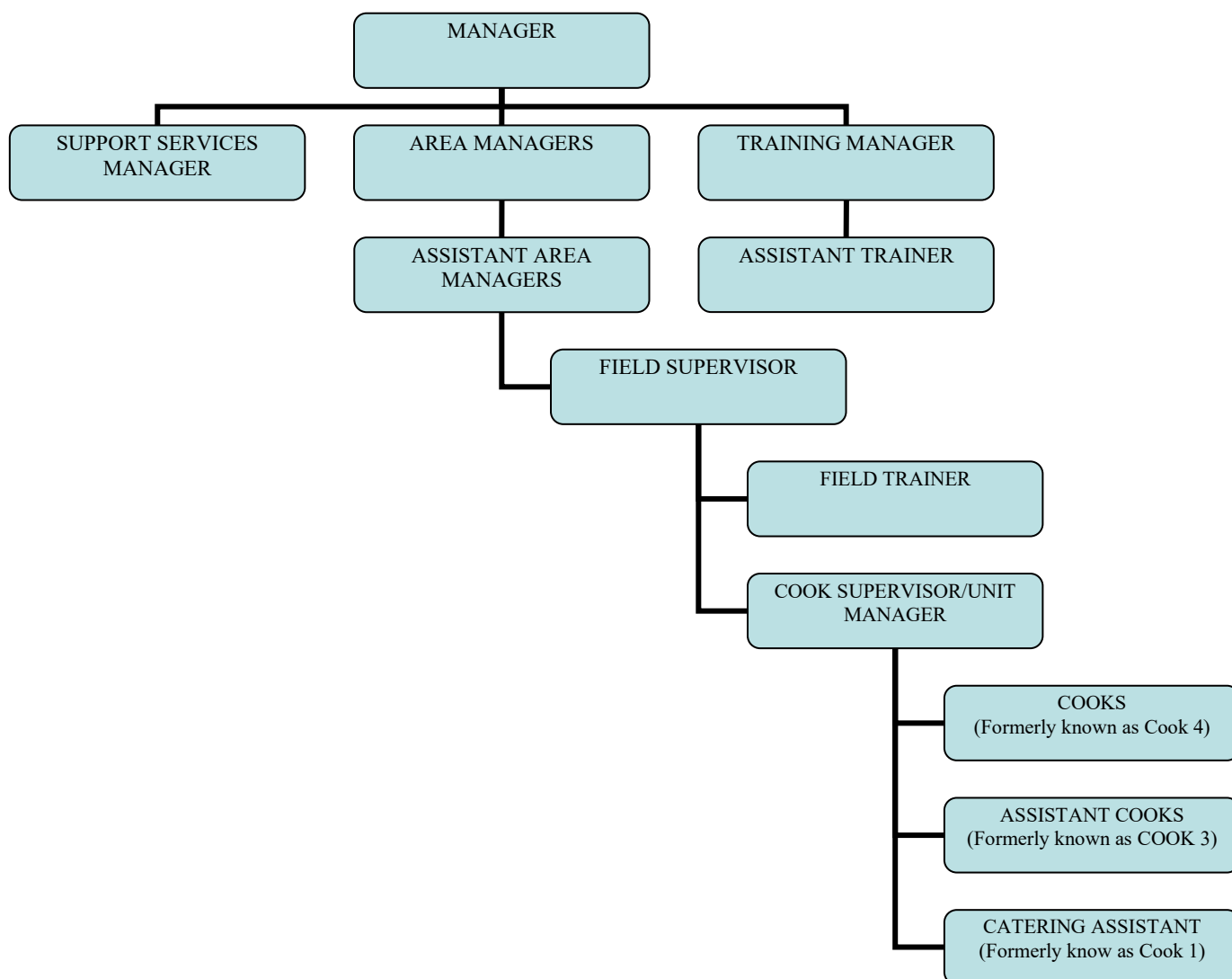
City and Guilds 7061/2 or Scotvec equivalent or relevant practical cooking skills.

Communication skills (e.g. delegating work).

Numeracy skills.

Organisation Structure

A chart that clearly indicates the position of the post within the management structure **must** be included. The chart should show the post, the postholder's manager (and organisational tier functions) and all the posts / people which the postholder has managerial or supervisory responsibility. Where known, the existing grades of all staff should be included. The following example (Works Manager) shows the minimum data normally required.



Date..... Signed..... (Employee)

Date..... Signed..... (Line Manager)

Date..... Signed..... (Senior Departmental Manager)