



## **Job Description & Person Specification Catering Supervisor (Staff Pool)**



| Job Description            |                                                                                        |
|----------------------------|----------------------------------------------------------------------------------------|
| Job Title:                 | Catering Supervisor (Staff Pool)                                                       |
| Pay Grade / Scale / Range: | NJC points 12-17                                                                       |
| Benefits & Perks:          | Flexible Working/Local Government Pension Scheme<br>Health Benefit Scheme; TOIL scheme |
| Working hours:             | Flexible hours available. Guaranteed 6 hours 30 minutes per week minimum.              |
| Location:                  | All sites across the New Bridge Group                                                  |
| Staff responsible to:      | School Business Managers on site                                                       |
| Staff responsible for:     | None                                                                                   |
| Probationary period:       | 26 weeks for staff new to the organisation                                             |

# New Bridge Group

## Catering Supervisor (Staff Pool)

### Job Purpose

To provide flexible catering support across the Trust's schools, ensuring high standards of food preparation and service. The postholder will cover absent catering staff and, in the absence of the Cook Manager, be responsible for placing food orders for the site.

### Key Responsibilities

Prepare and serve meals according to the school menu, ensuring nutritional standards are met.

Cover Cook Manager responsibilities when required, including placing accurate food orders and managing stock.

Maintain oversight of the full kitchen operation when covering, ensuring smooth and safe service.

Undertake daily, weekly, and termly kitchen checks, including temperature recording and equipment monitoring.

Maintain high standards of food hygiene and safety at all times.

Ensure all allergens are managed correctly and that appropriate signage and safe service practices are followed.

Assist with cleaning and maintenance of kitchen areas.

Support special dietary requirements and menu modifications as needed.

Support menu planning by providing feedback on pupil preferences, stock issues, and site-specific needs.

Maintain cleanliness and organisation of storage areas, including fridges, freezers, and dry stores.

Build positive relationships with school staff and pupils to support a welcoming dining environment.

Report any kitchen or equipment issues to the Site Manager.

Attend training on food hygiene, health and safety, and safeguarding.

|                               | <b>Selection Criteria<br/>Essential</b>                                                                                                                                                        | <b>Selection Criteria<br/>Desirable</b> | <b>How<br/>Assessed</b>                   |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------|
| <b>Education</b>              | None                                                                                                                                                                                           |                                         |                                           |
| <b>Experience</b>             | Experience in catering, preferably in a school or similar setting.                                                                                                                             |                                         | AF / I                                    |
| <b>Skills &amp; Abilities</b> | <p>Ability to work independently and adapt to different school kitchens.</p> <p>Reliable, flexible, and able to travel between sites.</p> <p>Strong communication and team-working skills.</p> |                                         | <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> |
| <b>Knowledge</b>              | Knowledge of food hygiene and health and safety regulations.                                                                                                                                   |                                         | AF / I                                    |
| <b>Work circumstances</b>     | Flexible hours across multiple school sites. Physical                                                                                                                                          |                                         |                                           |

|  |                                                                               |  |  |
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|  | requirements include standing for long periods, lifting, and manual handling. |  |  |
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*Abbreviations:* AF = Application Form; I = Interview.

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**

