



**Job Description**

<b>Directorate</b>	People
<b>Service</b>	School Meals

<b>Post details</b>	
<b>Job title</b>	Catering Supervisor
<b>Grade</b>	5
<b>Location of work</b>	Schools in Warrington
<b>Directly responsible to</b>	School Meals Area Account Manager
<b>Directly responsible for</b>	Kitchen Assistants
<b>Hours of duty</b>	To be confirmed on appointment, Term Time Only Plus 4 Days
<b>Primary purpose and scope of the job</b>	
To supervise a nominated School Meals Catering Outlet to ensure that the service provided meets the required standards.	
<b>Working Relationships</b>	
Employees of the Families & Wellbeing Directorate, the staff and pupils of the school.	

<b>Key Tasks and Responsibilities</b>
<ol style="list-style-type: none"><li>1. Responsible for planning, cooking of meals, portion control, amendment of menus (where appropriate), and provision of special diets (where advised).</li><li>2. Supervise, direct and induct all kitchen staff in the methods of production, service and standards required in a nominated School Meals Catering Outlet, including organisation of work rotas.</li></ol>

3. Receive, store and monitor the ordering of supplies and the maintenance of equipment.
4. Maintain accurate records as required by Families & Wellbeing Directorate, e.g. stock control, stock rotation, food orders, income, invoices, productivity, Food Safety Management System and maintain accurate sickness records to ensure the service's sickness procedures are followed and return to work interviews implemented.
5. Monitor food costs, taking appropriate action to achieve and maintain financial targets under the guidance of the Area Account Manager.
6. Maintain appropriate levels of hygiene. Be responsible for all Food Safety Management Systems, COSHH, and all Health and Safety in the kitchen area in accordance with legislation. Ensuring all accidents are recorded and reported immediately to the School Meals Catering Office and all the appropriate documentation is completed.
7. Promote and maintain good relationships with all customers - Head Teachers, parents, pupils and midday assistants, to ensure the quality and adequacy of the service are maintained within the established policies. Ensure that the published menu is adhered to at all times to satisfy customer demand.
8. Help with recruitment and induction of all kitchen staff.
9. Complete all kitchen administration documents accurately and on time.
10. Operate equipment and ensure it is maintained in a clean, operational condition, reporting requirements for repair/maintenance to the School Meals Catering Office.
11. Plan, develop and actively participate in any promotional activity to assist take up of school meals.
12. Actively market and promote the service, e.g. encourage and provide other services when required outside the current contract, i.e. mid-morning snacks, after lunch sales and school function catering, ensuring commitment to the Catering Service's healthy eating policy, National Nutritional Standards and the provision of a nutritious balanced diet.

**Review Arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

<b>Prepared / Revised By</b>	Paul Fowler
<b>Role</b>	School Meals Business Manager
<b>Date</b>	29/07/2025