



Person Specification

Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

Job Title	Catering Supervisor
Grade	5
Directorate	People
Service	School Meals

Criteria

Experience		
Commercial awareness	A/I	E
Previous large scale Catering experience	A/I	E
Knowledge of current food safety legislation	A/I	E
Able to work as part of a team	A/I	E
Ability to train staff and provide multi site support when implementing new service initiatives	A/I	E
Ability to champion change	A/I	E
Understanding and ability to meet financial targets	A/I	E
A sound knowledge of catering practices	A/I	E
Knowledge of menu planning and special diets	A/I	E
Experience reconciliation procedures	A/I	E

Skills and Abilities		
Ability to communicate at all levels with both customers and colleagues	A/I	E
Strong leadership and team building skills	A/I	E
Good clerical aptitude for record keeping and admin procedural skills	A/I	E
Appreciation of Customer care practices	A/I	E
Ability to order, control and rotate stocks	A/I	E
Had training in the operation of catering equipment/machinery	A/I	E

Education, Qualifications and Knowledge		
Basic reading, writing and arithmetic skills	A/I	E
City & Guilds 705/706/1&2 or NVQ Level 1/2/3	A/C/I	E
Food safety qualification	A/C/I	D
Knowledge of Health and Safety /COSHH and Food Safety Management Systems and Food Safety Regulations	A/I	E
Training Qualification	A/I	D

Other Requirements		
Enhanced Barred DBS clearance is required	C	E
Smart Appearance and maintain good personal hygiene	I	E
The ability to use initiative	A/I	E
The ability to communicate effectively with colleagues, school management and customers across an agreed area	A/I	E

Commitment To Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service.	A/I	E

Commitment To Service Delivery / Customer Care

Committed to providing an excellent customer experience and embedding customer focus in all aspects of service delivery.

A/I

E

Climate and Sustainability

Holds a Carbon Literacy Certificate (or related qualification), or willing to undertake Carbon Literacy related training, in support of the council's climate and sustainability objectives.

A/I

E

Methods of Assessment Key

A Application Form

I Interview

C Certificate

T Test

P Presentation

AC Assessment Centre

Review Arrangements

The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By

Paul Fowler

Role

School Meals Business Manager

Date

29/07/2025