## **Catering Supervisor**

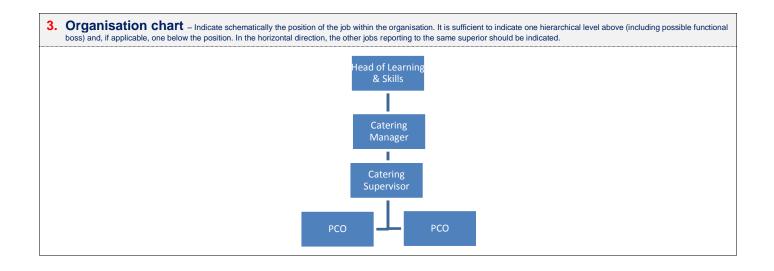


Function:	Learning & Skills
Job:	Catering Supervisor
Position:	Catering Supervisor
Job holder:	ТВС
Date (in job since):	ТВС
Immediate manager (N+1 Job title and name):	Catering Manager
Additional reporting line to:	
Position location:	HMP Peterborough

## 1. Purpose of the Job – State concisely the aim of the job.

- To instruct kitchen residents in the preparation of meals in accordance with approved recipes and menus.
- To supervise kitchen residents in the clean up activity to maintain high standards of sanitation, safety, health standards and security.
- Carry out searches of residents and goods received
- Line management of catering staff to develop and support to maintain standards
- Be a good role model for staff and residents
- Control knives and tools using the kitchen security procedure (full training provided).
- Be able to work as part of multi-disciplinary team.
- To work closely with Catering Manager and deputize in his/her absence.
- To train all staff and residents under his/her control
- Liaise with Suppliers to ensure all food ordered and delivered is correct and fit for purpose.
- Understand Sodexo food management system and also ISO9001 quality Management system

	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
Revenue €tbc	EBIT margin:	tbc						
FY13: €tbc	Net income growth:	tbc			Outsourcing	n/o	UD in Degion	tbc
	Cash conversion:	tbc			Outsourcing growth rate:	n/a	HR in Region	



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Ensure all food is prepared and handled is accordance with relevant guidelines
- Ensure kitchen residents adhere to Sodexo Health And Safety Procedures and The Food Safety Act 1990
- Ensure meal production and timescales are met
- Assist in achieving the departments budget

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Help maintain efficient and secure systems for the receipt, storage and issue of foods and provisions and maintain documents related with these systems
- Complete relevant daily paperwork
- Assist the Catering Manager with the Sodexo food ordering procedures
- Ensure all requests for maintenance of plant equipment are processed efficiently
- Ensure kitchen prisoners comply with cleaning procedures and stock rotation
- To instruct and oversee the daily workload of prisoners
- Support prisoners in achieving their NVQ 1+2 in Catering by offering advice and sharing job related skills
- Make regular visits to points of service to ensure all food legislation and portion control is adhered to.

6.	Accountabilities -	- Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, r	not duties or
	activities.		

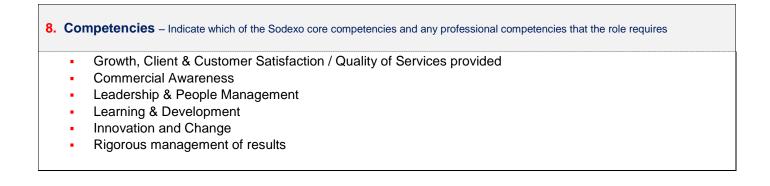
- Add point
- Add point
- Add point

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Comply with Sodexo policies and procedures and wear Sodexo badge and uniform at all times.

Experience of first line management

- Suitable qualification for example City and Guilds 7061/7062 or equivalent NVQ
- Experience in bulk catering or catering in large numbers
- To participate in training as required in order to keep up to date with all mandatory and refresher training



##