



JOB DESCRIPTION & PERSON SPECIFICATION

Post: Catering Supervisor

Responsible to: Catering Manager

Purpose of Job

The post holder will be responsible for the supervision and delivery of catering services in support of College wide activities.

Major Tasks/Job Activities

1. Assist the Catering Manager in the provision of the catering services and to fully deputise in his/her absence.
2. Supervise Catering Assistants and establish effective working relationships.
3. Responsible for the preparation, cooking and serving of food, including catering for dietary requirements for a wide range of clients.
4. Prepare and cook food according to recipes.

5. Contribute to menu planning.
6. Contribute to Staff Rota planning.
7. Operate and oversee the use of catering equipment.
8. Ensure that the kitchen and dining areas are maintained to a high level of hygiene.
9. Undertake periodic cleaning tasks e.g., defrosting a fridge, change oil in fryers, as directed by the Catering Manager.
10. Keep clean and orderly storerooms, fridges and freezers etc.
11. Clean stoves and general work areas.
12. Handle small amounts of cash as directed by the Catering Manager.
13. Complete monthly stocktake.
14. Record keeping of stock, waste management etc.
15. Comply with policies and procedures and statutory hygiene regulations.
16. Complete HACCP/Production control sheets.
17. Promote and maintain high quality customer service.
18. Attend meetings when required, and/or in the absence of the Catering Manager.
19. Have a flexible approach to the working week and weekends(5 days over 7 days)
20. Undertake any other such duties as may be required as appropriate to the scope and grading of the post.

Responsible for

Supervision of the Catering Assistants

Supervision received

- The post holder is responsible to and will meet with the Catering Manager on a regular basis.
- The College staff development and review scheme will provide the framework for support, supervision and annual review.

Contacts

- Senior Management and staff in the College

- Students
- Commercial clients
- Suppliers

Educational/Vocational Qualifications Required

C & G 706-1-2 or equivalent

Intermediate Food Hygiene or equivalent experience

Experience and Skills Required

- Experience of food preparation within the catering or hotel industry
- Good written and verbal communication skills
- Good organisational and interpersonal skills
- Ability to establish and maintain excellent and effective working relationships with staff, students and partners
- Ability to engage positively with students and corporate clients with a wide range of needs
- Ability to maintain high catering and hygiene standards.

Conditions of Service+

Term of Appointment: Parttime , permanent. Hours - 30

Remuneration: £28,007 pro rata £ 24,006 p.a.

Pension Scheme: Lothian Pension Fund

Reporting to: Catering Manager

Closing date: Sunday 15th December

Interviews likely to be held: Wednesday 8th January 2025

To apply visit <https://www.nac.ac.uk/vacancies/> and complete the application form, criminal convictions form and equal opportunities form and send to Pauline King - HR Officer- paulineking@nac.ac.uk