

East Park

Job Description

Job Title:	Kitchen Supervisor
Responsible to:	Assets & Facilities Manager
Responsible for:	N/A
Working Environment:	Internal
External Contacts:	Various
Date of Last Review:	May 2019

JOB PURPOSE

To provide East Park with a high standard of catering service, which is efficient, cost effective and complies with Health and Safety and Environmental requirements.

KEY RESPONSIBILITIES

- To undertake food purchase and safe storage of stock in addition to maintaining a safe and hygienic kitchen environment
- To effectively control stock, costs and quality of catering supplies within the main kitchen, ensuring all orders are checked on receipt of delivery
- Dealing with the catering invoices and passing these onto the administration department for payment
- To ensure all the domestic duties in the catering areas are carried out to the very highest standard as per related work schedule
- To prepare and provide meals which comply with the principles of nutrition, health and safety and environmental health on a daily basis and to prepare and provide food for special functions as and when required
- To ensure compliance with food hygiene legislation and regulations including (but not limited to) Quick Frozen Foodstuffs Regulations (2007), Temperature control, the Food Safety Act (1990) and control of cross-contamination
- To ensure the kitchen and canteen areas comply with East Park's responsibilities under the 1974 Health and Safety at Work Act
- Ensure that meals provided comply with the principles of nutrition, health and safety and Environmental Health, with appropriate records maintained
- To understand HACCP and complete all Health and Safety and job skills training as required. To check and maintain records of fridge freezer temperatures in compliance with Hazard Analysis and Critical Control Points (HACCP) on a daily basis

GENERAL RESPONSIBILITIES

- Any other duties as directed by the Assets & Facilities Manager or SMT
- To comply with East Park's Safeguarding policies
- To comply with East Park's Health and Safety policy
- To comply with East Park's Equal Opportunities policy
- To promote Confidentiality as detailed in East Park's Code of Conduct policy
- Promote East Park at all times
- Treat both internal and external colleagues with respect and secure effective working relationships with all colleagues across East Park

East Park Person Specification

JOB TITLE:

Kitchen Supervisor

KEY FACTORS	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> SVQ 7061 and 7062 or equivalent 	<ul style="list-style-type: none"> Knowledge of Environmental Health "CookSafe" Health and Safety Qualification
Work Experience	<ul style="list-style-type: none"> Previous work experience in similar establishment Capable of preparing, cooking and serving all dishes Compliant with policies on quality, quantity, food hygiene and stock control Responsible in all aspects of purchasing and safe storage of stock in relation to kitchen operation Able to work as part of a team Experience of maintaining stock levels and dealing with invoices 	<ul style="list-style-type: none"> Ability to use own initiative as and when required Experienced and knowledgeable in food nutrition, menu planning and cleaning work schedules Experience in education and/or care working environments Experience of working in a charity
Knowledge	<ul style="list-style-type: none"> An awareness of children's rights An understanding of the roles of a variety of disciplines working with children and young people e.g. social work, health, education Knowledge of current child care and child protection legislation and practice 	
Expertise & Skills	<ul style="list-style-type: none"> Very motivated with a positive outlook and committed to the highest of standards Willing to undertake all kitchen management duties as laid down by Assets & Facilities Manager Willing to undertake any necessary training for the role and to update skills as and when required Pleasant manner, smart appearance with excellent personal hygiene standards Good time management IT proficiency 	

Personal Qualities	<ul style="list-style-type: none"> • A genuine commitment to equality and diversity • Willingness to undertake any necessary training to update skills as and when required 	
Other	<ul style="list-style-type: none"> • Flexibility in work settings – may be required to visit any East park site • Commitment to continuous improvement and continued professional development 	