

HORSFORTH SCHOOL JOB DESCRIPTION

Job Description

Post Title: Sixth Form Kitchen & Food Service Supervisor

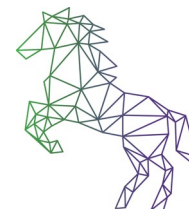
Salary Grade: B1 £21, 529 - £22, 216

Contract Type: Term Time Only plus 10 days

Responsible to: Catering Management Team

General Description: The role of the 6th Form Kitchen & Food Service Supervisor is to create a vibrant and welcoming atmosphere for all customers. You will be responsible for preparing fresh food and barista drinks, maintaining a high standard of service and customer care, and fostering a positive and energetic environment. A real "can-do" attitude is essential to ensuring a fantastic customer experience in a busy, fast-paced setting.

I	Main Tasks/Responsibilities:
I.1	Food preparation: preparing sandwiches, cooking breakfast items and serving lunch to students and staff
I.2	Customer service: Serving on the counter, interacting with customers and ensuring a positive experience
I.3	Barista skills: Making coffee, smoothies, milkshakes and other drinks
I.4	Kitchen and Service Area Maintenance: Ensuring that the kitchen, service, and outdoor areas are kept clean, tidy, and safe.
I.5	Quality Control: Ensuring a high-quality customer experience by maintaining food and drink standards.
I.6	Stock Management: Monitoring and replenishing stock levels and ensuring displays and fridges are well-stocked.
I.7	Cash Handling: Operating tills and processing customer orders efficiently.
I.8	Customer Engagement: Greeting customers with a smile, offering assistance, and engaging in friendly conversations.
I.9	Upselling: Suggesting additional items to customers in a non-pushy manner.
I.10	Set-Up for Meetings: Setting up coffee, snacks, and breakfast buffets for meetings and special bookings.
I.11	Equipment Maintenance: Performing deep cleaning of catering equipment weekly.
I.12	Deliveries: Receiving deliveries and storing stock in accordance with safety procedures.
I.13	Food Safety Compliance: Adhering to food safety guidelines, maintaining hygiene standards, and conducting daily food safety checks.
I.14	Table Service: Clearing tables and maintaining high cleanliness standards.



1.15	Health & Safety: Completing food safety daily checks and recording them in the food safety file.
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Person Specification : E Essential, D Desirable

2	Experience	
2.1	Experience of working at a high volume, quality eatery/bakery	E
2.2	Experience of working with young people	D
2.3	Successful experience of working to high standards	E
2.4	Experience of working in a time pressured environment	E

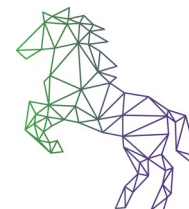
3	Qualifications/Training	
3.1	Food Hygiene/Safety.	E
3.2	Other Cooking Qualifications	E

4	Knowledge	
4.1	How to maintain and count stock	E
4.2	Understand and work with sales targets	E

5	Aptitudes/Skills	
5.1	Highly effective interpersonal skills	E
5.2	Customer focused and confident in communicating with young people and other customers	E
5.3	Demonstrate great attention to detail	E
5.4	Team player	E
5.5	Ability to form good working relationships	E
5.6	Capacity to evaluate and improve	E
5.8	Good level of numeracy and problem solving skills	E
5.9	Ability to contribute to wider school life.	E

6	Characteristics	
6.1	Be innovative, creative and passionate about food and food service	E
6.2	Excellent organisational skills and high levels of self-motivation.	E
6.3	Energy, self-confidence and the ability to 'give more' when the occasion demands it	E
6.4	Ability to work under pressure and to meet deadlines	E
6.5	Good sense of humour & ability to maintain a sense of perspective in all working conditions	E
6.6	Flexible approach to working out-of-hours including evenings and occasional weekends	E
6.7	Record of good attendance and punctuality.	E

7	Safeguarding and Promoting the Welfare of Students	
7.1	Has appropriate motivation to work with students	E



7.2	Ability to maintain appropriate relationships and personal boundaries with students	E
7.3	Has emotional resilience and versatility when working with students with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- As part of the role you may be required to provide support in other areas of school.
- This job description is not a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder