



HORSFORTH SCHOOL

JOB DESCRIPTION

Job Title: Kitchen Supervisor

Responsible to: Executive Chef

Pay Band: £18, 184 - £19, 038

**Hours: Full time, Monday – Friday 7am to 3pm.
Term time only plus five days**

Main role:

Here at Horsforth we pride ourselves on delivering fantastic freshly prepared meals, deli sandwiches, salads, desserts and other products, Working closely with the Head Chef you will be able to deliver our new and exciting fantastic food offering, using fresh, seasonal ingredients wherever possible. What's more, you'll also help maintain the kitchen to the highest possible standards and at times be a front of house presence.

Main duties will consist of:

1. To be a role model to colleagues in terms of professionalism, presentation and hard work
2. Lead a team of kitchen assistants in the setting up of tills and sales points
3. Assist in preparation of all food items
4. Lead the serving of meals to students and staff
5. To liaise effectively with members of the school, external customers and the wider community as required
6. Control food wastage
7. Clean kitchen and machinery to the highest of standards
8. Ensure high standards in food presentation and cleanliness
9. To ensure that the highest standards of professionalism are exhibited at all times
10. To monitor stock levels and liaise with the Executive Chef to ensure items are kept in stock

- I 1. To be willing to work flexibly in terms of working hours to meet the needs of the school
- I 2. To offer support and monitor the progress of new staff joining the Team
- I 3. To keep abreast of developments and new ideas relating to catering
- I 4. To be responsible for all Health & Safety Requirements within own work area
- I 5. To engage positively with the school's CPD programmes and Appraisal systems
- I 6. To engage with networks both within and beyond the school that support continuous improvement.

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 is not necessarily a comprehensive definition of the post, you may be asked to additional duties not listed above but that are 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 holder of the post.