



## JOB DESCRIPTION

### Catering Supervisor

RESPONSIBLE	To	Senior Catering Supervisor & Catering Manager
	For	N/A
LOCATION	LLC	

#### GENERAL DESCRIPTION OF DUTIES

To supervise and support with the day to day management of a professional catering team to produce a high quality of food and service in our on-site Cafe. To help promote and improve service standards with the rest of the team.

#### SPECIFIC DUTIES

1. Supervise Catering Assistants in the day to day operations of the cafe
2. To encourage and promote harmonious working relationships within the team
3. To ensure the highest standards of cleanliness are maintained daily, ensuring catering standards and procedures and compliance with the Environmental Health Regulations are adhered to at all times
4. To supervise 'front-of-house' and step in when required, serving customers food and working on the till, cash handling etc.
5. Support Senior Catering Supervisor and Catering Manager in undertaking accurate and timely stock taking, reconciliation of money and invoices
6. To support with the management of shift rotas to ensure there is adequate cover at all time for the full operation of the service
7. Support with deliveries, storage of stock, stock rotation and control
8. To ensure that catering equipment/utensils are maintained in good safe order and condition and that defects are properly reported
9. Ensure that all tasks are completed whilst complying with the statutory, Fire, Health and Safety regulations

#### SPECIFIC DUTIES Continued

10. Where required help in the arranging of events: preparing equipment and setting of venues as explained by Senior Catering Supervisor or Catering Manager.
11. To support with the 'deep clean' of all areas at varying intervals throughout the year
12. Use chemicals in accordance with COSHH training and support Catering Assistants training in the correct use of cleaning chemicals and handling of cleaning equipment

This job description is not intended to exclude any task, which the post holder might reasonably be required to undertake.