

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

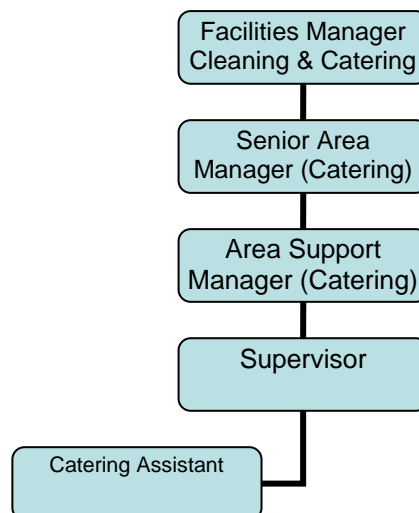
SERVICE:	NEIGHBOURHOODS
SECTION:	FACILITIES MANAGEMENT
LOCATION:	ST. JOSEPH'S RC PRIMARY SCHOOL, HEYWOOD
Job Title:	GROUP SUPERVISOR
Post Number	
Grade:	5
Accountable to:	Facilities Manager
Accountable for:	Production and Site
Hours of Duty:	35 hours per week, term time only
Any Special Conditions of Service:	Subject to enhanced Disclosure & Barring Service and background checks

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

This post is not Politically Restricted in accordance with the current regulations.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Organisational Chart



PURPOSE AND OBJECTIVES OF THE JOB

To manage the catering facility, producing an average of over 200 meals per day to the operational and financial requirement of the Area Manager.

To recommend methods to maximise income and improve service, to implement these recommendations where agreed with the Area Manager.

To communicate with Client Representatives where required. To work effectively with the Headteacher and school in promoting the school ethos toward pupil care, whilst ensuring the operational requirements are met.

Control of Resources

Personnel

To ensure all employees have been trained in key areas of their job to meet the requirements of both the contract and the unit. To supervise efficiently and effectively all unit staff.

Financial

To monitor and control financial performance within the catering unit, meeting the financial targets and preparing reports as necessary as agreed with the Area Manager.

Equipment/Materials

The receipt of stores materials and other items in connection with the service. Ensure the correct use and storage of food and equipment.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

To ensure that contact and communication to staff is conducted in a professional manner.

External

To ensure that the client, Headteacher and customers are communicated to equitably and in line with the schools and Facilities Managements customer care policy.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Must be able and willing to render regular and efficient service to undertake the duties of the post.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

- 1 Responsible for food and beverage production.
- 2 Responsible for producing orders and maintain stock levels to meet the units requirements, receipt of stores, material and other items in connection with the service.
- 3 Produce menus and production schedules for all units.
- 4 Ensure all employees have been trained in the key areas of their jobs and to monitor employee's performance in these areas.
- 5 Assist with the service of food and beverages.
- 6 To monitor service and production standards and take remedial action where these fall below the standards agreed with the Area Manager.
- 7 To monitor waste and portion control.
- 8 To ensure that HACCP regulations are followed at all times.
- 9 Assume shift leadership and direction of staff.
- 10 General kitchen and cleaning duties as required.
- 11 The receipt of stores, materials and other items in connection with the service.
- 12 To ensure COSHH regulations are followed at all times.

- 13 To ensure complaints raised by the client are investigated and remedial action taken.
- 14 Responsible for key holding and kitchen security.
- 15 Responsible for ensuring hygiene, health and safety standards are complied with within all units.
- 16 To monitor and control financial performance within the group and meet the financial targets as agreed with the Area Manager.
- 17 To identify areas to increase profitability for discussion with the Area Manager prior to implementation.
- 18 To report on the financial performance of the catering operation on a weekly basis using the financial reporting procedures laid down by the Department.
- 19 Attend supervisors meetings and training courses as required.
- 20 To carry any other reasonable duties within the overall function of the job.
- 21 Responsible for control of cash takings.

Secondary Duties

- 1 To administrate relief staff for the catering operation.
- 2 To conduct performance appraisal with unit and production supervisors to promote high work standards and personnel development.
- 3 To ensure all documentation related to the group is completed accurately and punctually.
- 4 To ensure there is continual contact with client and end users of the service provided.
- 5 Liaison with Area Manager, Client and customers regarding any special functions or buffets.
- 6 Ensure service standards of client are met.
- 7 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 8 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by _____ Date _____

Agreed by postholder _____ Date _____

Supervisor _____ Date _____

Head of Service _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	NEIGHBOURHOODS	Post:	GROUP SUPERVISOR
Section :	FACILITIES MANAGEMENT	Post Number :	FM2DC0720003
Job Ref:		Grade:	5

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Qualification and Experience		
1 Do you have a Basic Certificate in Food Hygiene?	E	AF/I and check qualification at interview
2 Do you have a NVQ Level 2 catering or City Guilds Catering?	E	AF/I and check qualification at interview
3 What relevant experience do you have at a senior position within a large scale catering establishment?	E	AF/I
4 What is your experience in supervision and training of staff?	E	AF/I
5 What qualifications and training have you received within the catering industry?	E	AF/I
(b) Skills and Knowledge		
6 Please tell us about your knowledge of recipes, methods of production, menu planning and costings	E	AF/I/A
7 What is your understanding of HACCP's and COSHH?	E	AF/I
8 Please give examples and details of your capability in completing documentation and financial returns	E	AF/I
9 What is your understanding of the daily routine of a kitchen supervisor?	E	AF/I
10 What abilities do you have to provide good customer care and interpersonal skills? Give an example	E	AF/I
11 What is your knowledge of budgeting, food storage and stock control?	E	AF/I
12 What knowledge do you have of Quality Assurance Procedures?	E	AF/I
13 Please give details of your experience in Healthy Nutritional Balanced Menus	E	AF/I/A
(c) Behaviours and Values		
14 Approach the job at all times using the values set out in the Rochdale Way: <ul style="list-style-type: none"> Valuing our people Focusing on customers Acting with integrity Using time and money wisely Working together Always learning and improving Please confirm you are willing to adhere to these values and	E	AF/I

	behaviours.		
	Special Working Conditions		
15	Are you willing to work in other kitchens and attend meetings and training courses at venues within the Borough?	E	AF/I
16	Are you prepared to work within Rochdale councils policies and procedures with relation to safeguarding?	E	AF/I
17	Are you willing to wear protective clothing?	E	AF
	Armed Forces		
18	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces	D	AF/I
19	If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces	D	AF/I