

Job Description

Post:	Kitchen Supervisor
Salary Grade:	Band 7 SCP 28
Responsible to:	Head of department
Responsible for:	

Key Purpose

1. To support the teaching and commercial operation of the Hospitality Curriculum at Worsley College
2. To further support student progress within the Curriculum
3. To participate in appraisal and to undertake staff development activities as appropriate
4. To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or encounter.
5. To always act in accordance with college policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter
6. To develop a range of relationships with the local community and stakeholders

Duties & Responsibilities

A	Implement, monitor and carry out cleaning in line with pre planned schedules in all teaching kitchens.
B	Conduct periodic deep cleans in line with college and department expectations
C	Manage food stock rotation and storage to ensure freshness and compliance with food safety regulations.
D	Order food and consumables through nominated suppliers, ensuring timely delivery and cost-effective purchasing.



E	Maintain accurate records of stock levels and usage.
F	Maintain documentation related to food safety, storage practices, and compliance with the Food Safety Act.
G	Support internal audits and inspections by ensuring all records and procedures are up to date.
H	Monitor and report faults with kitchen equipment.
I	Liaise with estates teams or external contractors to ensure timely repairs and servicing.
J	Prepare kitchen areas and resources for practical teaching sessions.
K	Work collaboratively with teaching staff to ensure smooth delivery of curriculum activities.
L	Assist in the setup and support of events and service within the Glasshouse Restaurant.
M	Ensure all kitchen operations comply with health and safety legislation.
N	Conduct regular checks and risk assessments to maintain a safe working environment

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

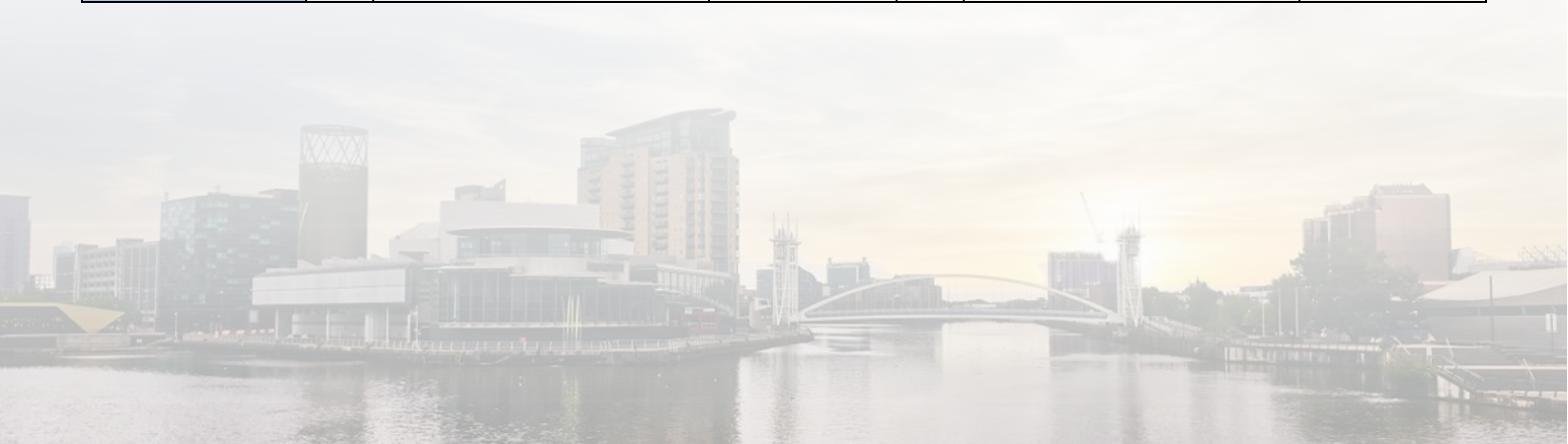
Date:

Name of the post holder:

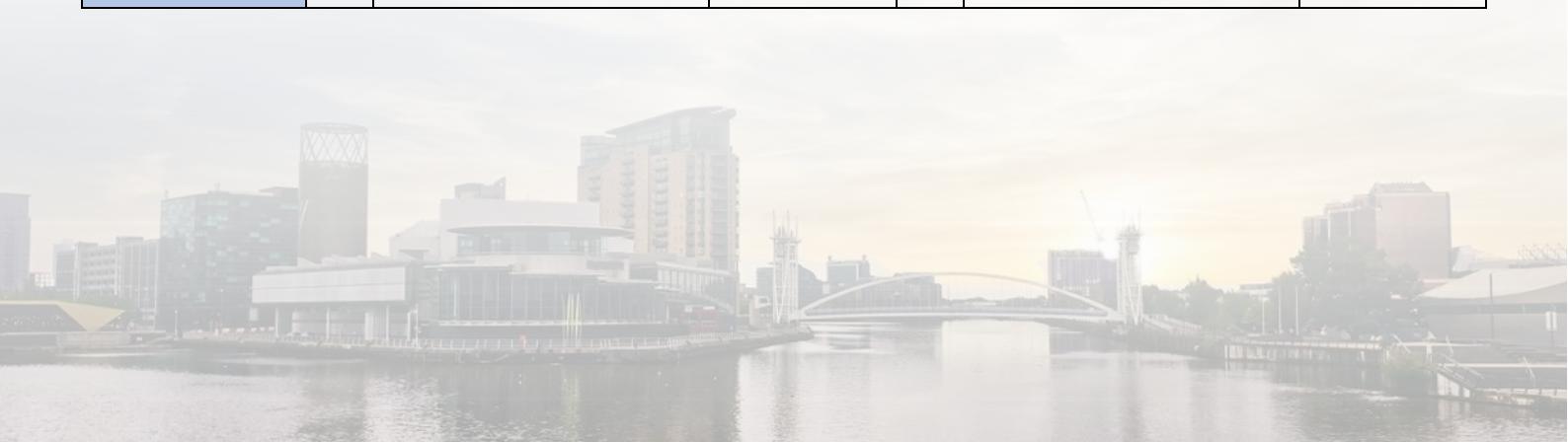


Person Specification

	Essential			Desirable		
Qualification	1	Evidence of literacy and numeracy achievement	Application / Certificate	A	Level 2 Food hygiene	Application / Certificate
	2	Level 2 in professional cookery or hospitality	Application / Certificate	B	A good knowledge of food and commodities	Application / Certificate
	3	Basic IT certificate	Application / Certificate	C	Catering or food preparation related qualification	Application / Certificate / Interview
				D	Health and Safety qualification	Application / Certificate / Interview
Professional Development	4	Evidence of ongoing Professional Development	Application / Interview			
Experience	5	At least 3 Years experience of working in a similar environment	Application / Interview	D	Experience in a similar role	Application / Interview
	6	Hands on experience working with kitchen equipment	Application / Interview			
	7	Experience of managing stock	Application / Interview			
	8	Experience of preparing and implementing cleaning schedules	Application / Interview			
	9	Proven ability to work independently	Application / Interview			
Knowledge	9	Knowledge of food safety regulations, HACCP guidelines,	Application / Interview		A good knowledge of food and commodities	
	11	Familiarity with commercial kitchen equipment	Application / Interview			



	12	Awareness of best practices in kitchen hygiene	Application / Interview			
Skills / Qualities	13	Excellent organisational skills	Application / Interview			Application / Interview
	14	Strong attention to detail	Application / Interview			Application / Interview
	15	Teamworking skills	Application / Interview			Application / Interview
	16	Time management	Application / Interview			Application / Interview
Attributes	17	Strong interpersonal skills	Application / Interview			
	18	A great Communicator				
	19	Active listening and Patience				
	20	Problem solving abilities	Application / Interview			
	21	Pride in all aspects of work and High standards				
	22	A great team player	Application / Appointment			
	23	Flexible approach to work				
	24	committed to supporting students and staff	Application / Appointment			
	25	Values teamwork and collaboration	Application / Appointment			
	26	willingness to learn and develop	Application / Appointment			



Others						
	27	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults				
	28	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion				
	29	DBS Check acceptable to the college will be undertaken for successful applicant				

