

Northumberland County Council
JOB DESCRIPTION

Post Title:	Chef Supervisor	Director/Service/Sector Facilities Management		Office Use
Band: 4		Workplace: County Hall, Morpeth		JE ref: 3813
Responsible to: Catering Manager .3491		Date: February 2021	Manager Level:	HRMS ref:
Job Purpose: To assist the Catering Manager in the provision of a professional, customer orientated Catering service at County Hall including restaurant, hospitality, vending and outlets operation.				
Resources		Staff	A small number of catering assistants	
		Finance	Shared responsibility for the collection and security of monies, working within agreed budgets, budget circa £100k	
		Physical	Shared responsibility for the careful use of equipment	
		Clients	To Provide a catering service to internal or external clients	
Duties and key result areas: Carried out in accordance with the specification for Catering Services, the Catering Operations Manual and normally under the general direction of a senior colleague, these include, but are not restricted to: -				
• Direct the work of a small team • Preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus. • Ensure all food products are prepared, cooked, presented and served in line with recipe cards and menu specifications • Assist with the planning and updating of menus, labelling, recipe cards and allergen information • Ensure site HACCP guidelines are always being followed and documented. • Take responsibility of service times and ensure all areas of service are staffed, work in any area to support service • Cleaning of the kitchen, surrounding area and equipment, following COSHH principles • Ordering, Receipt and safe storage of goods, stock control, stocktaking and completion of HACCP records, reporting any discrepancies to the Catering Manager, and work within agreed budget • Assisting with the administration, collection, reconciliation and security of monies relating to the service including till operation and cashless operation. • Assist with all aspects of catering provision at special event as required. • Ensure equipment is fit for purpose and properly maintained, reporting any issues to the Catering Manager. • Assisting with the operation of vending services where necessary. • Assist the Catering Manager to achieve set financial and business development targets • Operational control of the kitchen ensuring the kitchen resources are always used effectively and efficiently. • Assist with sickness reporting and team appraisals. • Ensure all provisions are purchased through department nominated suppliers • Ensure compliance with Hygiene, Health and Safety legislation, financial regulations and County Council policy and procedures always • Ensure opening and closing checks of all areas are completed daily and check the kitchen at the end of the day. • Carry out appraisals for Catering Assistants as required • Attend training as and when required. • May be required to provide cover at other sites and any other duties appropriate to the nature, level of the post and grade.				

Work Arrangements	
Transport requirements:	None
Working patterns:	Normally Monday to Friday with occasional need for evening and weekend work
Working conditions:	A commercial kitchen

Northumberland County Council
PERSON SPECIFICATION

Post Title: Chef Supervisor	Director/Service/Sector: Facilities Services	Ref:3813
Essential	Desirable	Assess by
Knowledge and Qualifications		
• Basic food hygiene certificate • Knowledge of a commercial kitchen environment. • Knowledge of Health and Safety legislation relating to a catering environment. • Knowledge of HACCP systems • Working towards or completed a Nationally recognised qualification e.g. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2 Food Preparation and Cooking. • Trained in Manual Handling.	• IOSH Level 3 - Managing health and safety • Completed or working towards Nationally recognised qualification Level 3 qualification e.g. NVQ 3 – Professional cookery • Intermediate Food Hygiene Certificate	A, I
Experience		
• Relevant experience of working in a catering environment to include food preparation and cooking. • Relevant team leading or supervisory experience • Experience of completing all documentation relating to HACCP • Experience of cash controls and till reconciliation.	• Cooking experience of buffets, dinners and special events • Experience in meeting work related targets.	A, I, R
Skills and competencies		
• Manual skills associated with food preparation and cooking. • Basic numeracy and literacy skills • Physical skills related to the work • Customer service skills for interactions with customers • A commitment to undertake job related training and personal development.	• Ability to organise self and team without supervision	A, I, R
Physical, mental and emotional demands		

- Regular need to lift and carry items of a moderate weight - Ability to work in a commercial kitchen environment - Regular need to li - Flexible approach to work times which may occasionally, be subject to variation - Flexible approach to nature of duties performed - Post holder may be required to undertake duties of lower graded staff.	None	A, I
Other		
	- Driving licence - Access to motor vehicle for your own use	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits