

## Apprentice Catering Supervisor

**Job Ref: 19310**

We are looking for motivated, enthusiastic people to join us on an apprenticeship programme. If you're looking for the opportunity to follow a stimulating and rewarding career, come and work with us as an Apprentice Catering Supervisor.

**Hours of Work**  
**Contract Duration**  
**Location of Work**  
**Salary / Wage**

30 hours per week  
Fixed Term - 12 months  
Various Venues within the Borough of Stockton-on-Tees

Age	Hourly Rate	Full Time annual Salary
Under 18	£4.35	£8,392 p.a.
18 -20	£6.15	£11,865 p.a.
21 - 24	£7.70	£14,855 p.a.
25 and over	£8.21	£15,839 p.a.

**About Us:**

Stockton-on-Tees Borough Council is a successful and award winning Council who employ over 3,000 employees in a vast range of job roles across many different services in the Borough of Stockton-on-Tees.

At SBC we truly value our Apprentices. We recognise that Apprenticeships help us identify new talent, build new skills in our workforce and increase diversity in the workplace. Apprenticeships help us to develop our future skills, to enable us to deliver our ambitious plans whilst also assisting in shaping the apprentice's future.

**Job Description:**

As a Catering Supervisor your time will be split between a school kitchen, where you will learn how to prepare and serve school meals for up to 300 pupils and teachers, and a Civic kitchen, where you will prepare food for special events such as weddings, Mayor's functions and much more. In addition to the hands on experience, you will also gain experience of working in the back office alongside managers and business support officers, to see what it takes to manage 400 staff in 50 different sites across the Borough.

The main duties will include preparing, cooking and serving food along with general catering duties washing up and cleaning within a kitchen. You will work as part of a team ensuring that the quality and safety standards of the kitchen are met.

**Essential Requirements:**

All candidates are required to meet the essential requirements set out below. Please address in your Expression of Interest how you meet the following:

- Experience working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative,
- Ability to deliver excellent customer service
- Ability to understand and apply written instructions
- Logical thinking to resolve issues
- Ability to be self-motivated,
- Be flexible and focussed on Customer Care,
- Demonstrates the behaviours that underpin the Council's Culture Statement.

**You must not hold an existing qualification at the same or higher level as this apprenticeship in a similar subject.**

Functional Skills (Level 2 / GCSE) in English and Maths are NOT essential, but will be required prior to completion of the apprenticeship.

Appointment will be subject to the following pre-employment checks:

- Enhanced DBS check (required due to work within Schools)
- Medical Check,
- Satisfactory reference(s)

**Apprenticeship Qualification:**

You will be given appropriate paid time off work, to attend College and work towards completion of your apprenticeship qualification.

Qualification - Commis Chef – Level 2

<https://www.instituteforapprenticeships.org/apprenticeship-standards/commis-chef/>

Training Provider – Stockton Riverside College


**Future Prospects:**

Upon successful completion of the apprenticeship, there is the opportunity to undertake a higher level apprenticeship qualification and the potential to secure a position within the Council for the right candidate to grow within the organisation.

**How to Apply:**

Please complete our Apprenticeship application form, and submit this to [apprenticeships@stockton.gov.uk](mailto:apprenticeships@stockton.gov.uk) no later than the closing date of **Sunday 16<sup>th</sup> June 2019**.

Please ensure you refer to the essential requirements outlined in the advert, Job Description and Person Specification when completing the personal statement on your application, as this information will be used to shortlist candidates for the next stage of selection

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b> Community Services		<b>Service Area:</b> Catering & Cleaning
<b>JOB TITLE:</b> Apprentice Catering Supervisor		
<b>POST REFERENCE</b> 19310		
<b>GRADE:</b> Apprentice Rate of pay - Minimum Wage for Age		
<b>REPORTING TO:</b> Area Manager		
<b>1.</b>	<b>JOB SUMMARY:</b>  To assist with the preparation, cooking and serving of food under the supervision of the Catering Supervisor. Undertaking general catering duties, washing up and cleaning when required. You will working within a team to ensure that the quality and safety standards of the unit are met.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	Food preparation, cooking and serving to customers, under supervision of the Senior Catering Supervisor.
	2	Assist with menu planning and ordering of food in line with guidance
	3.	Serving of meals, adhering strictly to hygiene regulations.
	4.	Cleaning of light and heavy kitchen equipment, dining areas and furniture following instructions to comply with all COSHH and safety guidelines
	5.	Follow personal cleanliness and hygiene guidelines and rules.
	6.	To count and record stock as required.
	7.	Secondary/other Catering Assistants to have responsibilities for cash handling and cash register operation and basic record keeping.
	8.	Maintain good relations with customers and ensure adherence to the highest standards of customer care.
	9.	Secondary/other Catering Assistants to have responsibilities for cash handling and cash register operation and basic record keeping.
	10	Maintain good relations with customers and ensure adherence to the highest standards of customer care.
<b>3.</b>	<b>GENERAL</b>  <b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.	

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)	.....	.....	.....

**Job Description dated      May 2019**

## PERSON SPECIFICATION

Job Title/Grade	<b>Apprentice Catering Supervisor</b>	
Directorate / Service Area	<b>Community Services</b>	<b>Catering &amp; Cleaning</b>
Post Ref:	<b>19310</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<b>Please note:</b> You <b>must not</b> hold an existing qualification at the same or higher level (Level 2 or above) as this apprenticeship in a similar subject.	<ul style="list-style-type: none"> <li>Functional skills English &amp; Maths Level 2 / GCSE Grade C (level 4) or above</li> <li>Basic Food Hygiene Certificate</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>Working as part of a team (this could be in a sporting, educational, work or social setting)</li> <li>Prioritisation of work to meet deadlines</li> </ul>		Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> <li>Be articulate and able to converse confidently in a pleasant and professional manner</li> <li>Logical thinker to solve problems</li> <li>Ability to understand and apply written instructions</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of basic health &amp; safety procedures</li> </ul>	

Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>• Committed to own personal development</li> <li>• Flexible approach to work</li> <li>• Committed to excellent customer service</li> </ul>		Application / Interview
Other requirements			

**Person Specification dated**

**May 2019**