

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Chef Supervisor	<b>Director/Service/Sector</b> Facilities Management		<b>Office Use</b>
<b>Band:</b> 4	<b>Workplace:</b> County Hall, Morpeth		<b>JE ref: 3813</b> <b>HRMS ref:</b>
<b>Responsible to:</b> Catering Manager .3491	<b>Date:</b> February 2021	<b>Manager Lever:</b>	
<b>Job Purpose:</b> 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.			
<b>Resources</b>	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	
<b>Duties and key result areas:</b> 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: - <ul style="list-style-type: none"><li>• Direct the work of a small team</li><li>• Preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus.</li><li>• Ensure all food products are prepared, cooked, presented and served in line with recipe cards and menu specifications</li><li>• Assist with the planning and updating of menus, labelling, recipe cards and allergen information</li><li>• Ensure site HACCP guidelines are always being followed and documented.</li><li>• Take responsibility of service times and ensure all areas of service are staffed, work in any area to support service</li><li>• Cleaning of the kitchen, surrounding area and equipment, following COSHH principles</li><li>• 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</li><li>• Assisting with the administration, collection, reconciliation and security of monies relating to the service including till operation and cashless operation.</li><li>• Assist with all aspects of catering provision at special event as required.</li><li>• Ensure equipment is fit for purpose and properly maintained, reporting any issues to the Catering Manager.</li><li>• Assisting with the operation of vending services where necessary.</li><li>• Assist the Catering Manager to achieve set financial and business development targets</li><li>• Operational control of the kitchen ensuring the kitchen resources are always used effectively and efficiently.</li><li>• Assist with sickness reporting and team appraisals.</li><li>• Ensure all provisions are purchased through department nominated suppliers</li><li>• Ensure compliance with Hygiene, Health and Safety legislation, financial regulations and County Council policy and procedures always</li><li>• Ensure opening and closing checks of all areas are completed daily and check the kitchen at the end of the day.</li><li>• Carry out appraisals for Catering Assistants as required</li><li>• Attend training as and when required.</li><li>• May be required to provide cover at other sites and any other duties appropriate to the nature, level of the post and grade.</li></ul>			

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

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**PERSON SPECIFICATION**

<b>Post Title:</b> Chef Supervisor		<b>Director/Service/Sector:</b> Facilities Services	Ref:3813
<b>Essential</b>		<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>			
<ul style="list-style-type: none"> <li>Basic food hygiene certificate</li> <li>Knowledge of a commercial kitchen environment.</li> <li>Knowledge of Health and Safety legislation relating to a catering environment.</li> <li>Knowledge of HACCP systems</li> <li>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.</li> <li>Trained in Manual Handling.</li> </ul>		<ul style="list-style-type: none"> <li>IOSH Level 3 - Managing health and safety</li> <li>Completed or working towards Nationally recognised qualification Level 3 qualification e.g. NVQ 3 – Professional cookery</li> <li>Intermediate Food Hygiene Certificate</li> </ul>	A, I
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Relevant experience of working in a catering environment to include food preparation and cooking.</li> <li>Relevant team leading or supervisory experience</li> <li>Experience of completing all documentation relating to HACCP</li> <li>Experience of cash controls and till reconciliation.</li> </ul>		<ul style="list-style-type: none"> <li>Cooking experience of buffets, dinners and special events</li> <li>Experience in meeting work related targets.</li> </ul>	A, I, R
<b>Skills and competencies</b>			
<ul style="list-style-type: none"> <li>Manual skills associated with food preparation and cooking.</li> <li>Basic numeracy and literacy skills</li> <li>Physical skills related to the work</li> <li>Customer service skills for interactions with customers</li> <li>A commitment to undertake job related training and personal development.</li> </ul>		<ul style="list-style-type: none"> <li>Ability to organise self and team without supervision</li> </ul>	A, I, R
<b>Physical, mental and emotional demands</b>			

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

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