

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Catering Supervisor	Post Number:	CS1303P
Daily Supervision:	Head of commercial Catering	Grade:	CSS Support Scale 3
Department:	ASI Coffee Shop Newark	Last Updated:	December 2024

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

The Candidate is responsible for the day to day running of ASI Coffee Shop Newark. They will be responsible for leading a small catering team, cooking daily specials, preparing 'Grab & Go' food items that are made and packaged on-site, operating the barista coffee machine, maintaining stock levels and ensuring excellent customer service at all times. The Candidate is also responsible for adhering to food safety regulations and keeping a high level of cleanliness within the coffee shop.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- 1 To oversee the smooth day to day running of the Coffee Shop in consultation with the Catering Manager.
- 2 To be responsible for managing Food Safety documentation and procedures.
- 3 Create and serve the 'Grab & Go' food within the coffee shop adhering to food safety legislation at all times.
- 4 Liaise with the Catering Manager on the menu development and marketing promotions of food and drink provision.
- 5 Keeping fridges, freezers and store cupboards clean and tidy following stock rotation guidelines.
- 6 To ensure the Coffee Shop areas are kept clean and tidy of dirty crockery, cutlery and restock with condiments and cutlery when required.
- 7 To follow the cleaning schedule, maintaining high standards and safety requirements and advising the Catering Manager of any mechanical failures or faulty equipment.
- 8 Responsible for the cash till; cashing up and daily paperwork for banking.
- 9 Maintaining high levels of personal hygiene and immaculate presentation.
- 10 Opening and closing checks and other associated tasks are completed effectively and efficiently.
- 11 Prepared to work occasional evenings and weekends where required to support the business demands.
- 12 Keeping the kitchen and service area clean and tidy, using the 'clean as you go' approach.
- 13 Be prepared to work as part of a team as well as on your own at times.
- 14 Check supplied goods arrive in the right condition and that they match the order placed, checking delivery invoices against goods ordered.
- 15 Take reasonable care of your own health, safety and welfare and other people who may be affected by your actions or omissions.
- 16 Any other duties that are reasonably requested by the Catering Manager.
- 17 To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
- 18 Being responsible for safeguarding and promotion of the welfare of children, wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

Knowledge		PSM
1	Basic food hygiene certificate.	A/I
2	Up to date knowledge of recent food hygiene legislation.	A/I
3	Up to date knowledge of health and safety legislation.	A/I

Skills/Abilities – Interpersonal		PSM
4	Ability to prepare food from fresh ingredients to a high standard.	A/I
5	Ability to communicate orally and in writing.	A/I
6	Ability to work in a fast-paced environment.	A/I
7	Ability to work in a non-discriminatory manner.	A/I
8	Ability to contribute to and function effectively as part of a team.	A/I
9	Ability to deal with situations as and when they arise in a safe and logical manner.	A/I

Experience		PSM
10	Experience within a similar catering environment.	A/I
11	Recent and relevant commercial catering experience.	A/I

Work Related Circumstances		PSM
12	Ability and willingness to undertake relevant staff development.	A/I
13	Ability and willingness to work additional hours / occasional additional days/occasional holiday cover.	A/I

Skills/Abilities - Other		PSM
14	Ability to communicate well with all types and ages of people.	A/I
15	Appropriate level of IT skills to undertake relevant duties, i.e. Word and PowerPoint or the willingness and ability to undertake relevant training.	A/I
16	Ability to work quickly and effectively.	A/I
17	Awareness of the College’s safeguarding policy.	A/I

Prepared By:	Craig Gollin
Date:	December 2024

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test