



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Catering Team Leader
Department:	Catering
Report to:	Catering Manager
Date:	March 2022

ROLE

To ensure that day to day operations are carried out in an efficient manner, with the highest possible standards of cleanliness and food production. To support the Catering Manager in developing "best practice" principles and continually raising standards whilst ensuring that the key priorities of maintaining a safe and responsive catering service is achieved on a daily basis. To ensure that all customers and visitors to the School enjoy the best possible catering service/experience at all times. To contribute positively to new ideas, menu development, change processes and be keen to pursue self-development opportunities in order to keep abreast of changing legislation and safe working principles.

SUMMARY OF DUTIES

- To oversee and monitor day to day operational procedures within the shift, ensuring the highest standards of food production and cleanliness are maintained at all times.
- To prioritise operational workloads and adapt to changing circumstances to ensure best use of physical and human resources.
- To identify and contribute to staff development opportunities.
- To ensure that tasks are evenly and fairly distributed amongst the team.
- To arrange cover for short term absence within the team.
- To ensure that the kitchen equipment is used safely and efficiently and that all problems are communicated to suppliers and the Catering Manager.
- To conduct regular operational self-audits ensuring that all areas of the kitchen and dining room are kept clean, tidy and in good working order.
- To undertake event, function and hospitality catering as requested/required.
- To assist in induction training and on job training.
- To attend supplier demonstrations, trade shows and site visits to ensure due diligence procedures are carried out.
- To maintain all day-to-day record keeping in compliance with internal policies and HACCP procedures.

- To make recommendations to the Catering Manager and Senior Management with regard to opportunities to improve the catering service delivery.
 - To work within prescribed budgets and operational procedure.
 - To generally assist the Catering Manager in the safe and efficient running of the Catering Department on a day-to-day basis as reasonable required.
 - Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School's health and safety policy, procedures and local rules.
 - Any other duties as reasonably directed by Catering Manager or Head Chef.
-

PERSON SPECIFICATION

Essential Qualifications and Experience

- Minimum of 3 years' experience within the food service/hospitality industry.
- Basic Food Hygiene certificate
- First class customer service skills.
- Ability to prioritise and delegate in a pressurised environment.
- Flexible approach to role including ability to work outside normal hours and days.
- Craft skills to a demonstrably high standard, incorporating a keen eye for detail and presentation.
- Excellent staff management skills including motivation and staff development.
- Good understanding of HACCP and Health and Safety legislation particularly to the Catering Industry specifically in a school environment.
- Patient, tolerant and able to maintain excellent working relationships at all levels.
- Ability to identify and implement training and career progression opportunities.
- Ability to respond to new initiatives and challenges.
- Able to present ideas positively to small groups.
- Excellent interpersonal and communication skills.
- Ability to work within a strict budget.
- Proven ability to devise and implement working rosters and rotas.

Desirable

- Driving License
 - Advanced Food Hygiene certificate (level 3 or above)
-

This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___