

JOB DESCRIPTION

JOB TITLE: Kitchen Supervisor

LINE MANAGEMENT RESPONSIBILITIES: Management of Seasons Cafe catering team with the support of the Senior Catering Assistant

ACCOUNTABLE TO: Centre Manager

JOB PURPOSE: Responsible for the overall operation of Seasons Kitchen and its catering services. Provide direction, training and development for employees and volunteers in relevant areas. Managing the catering functions within agreed financial objectives. Ensuring a high-quality service and food provision including a high level of customer satisfaction all in accordance with health and safety, food hygiene standards using recognised good practices in the management of the kitchen.

MAJOR TASKS:

1. Operational
2. Supervision
3. Health and Safety
4. Equipment
5. Training
6. Working Practices

KEY DUTIES:

Operational

1. Have excellent cooking skills and the ability to develop menus that are both creative and profitable
2. Be a natural leader and have experience supervising/managing staff and volunteers in cooking, preparing, and serving of food.
3. Cost and purchase food supplies, whilst ensuring menus are financially viable in line with agreed budgets, creating menus, provide outdoor catering offers and event menus, considering the variety, within allocated budget, along with dietary and cultural requirements of customers.
4. Be creative, innovative and passionate and have the ability to inspire staff to have the same drive and ambition while being able to work under pressure with confidence and compassion
5. Ensure the maintenance and rotation of stock is in line with maximising efficiency.

6. Ensure that best practice is maintained by the catering team and that any areas requiring improvement can be identified with the support of the Senior Catering Assistant.
7. Maximise all sales opportunities in the organisation, including quality of food, drink, service, and availability.

Management

1. Responsible for the day-to-day running of Seasons Kitchen and Catering functions with assistance from the Senior Catering Assistant.
2. Accountable and responsible for all financial transactions relating to the catering function ensuring all cash management for the catering operation complies with organisational procedures.
3. Work with the Centre Manager to set and manage budgets ensuring income and expenditure are closely monitored and act to address any shortfalls as required
4. Carry out and document catering staff and kitchen volunteer's supervision using performance related procedures.
5. Undertake regular reviews with the catering team and Centre Manager agreeing clear targets for improvements in the provision of catering services both within Seasons Cafe and any outside catering services.
6. Monitor and manage along with the Senior Catering Assistant all catering maintenance and housekeeping, managing third party contractors. Supervise the daily, weekly, monthly, and quarterly cleaning of the kitchen and appliances
7. Manage and maintain correct staffing levels in both the kitchen and café, in line with targets, sales forecasting including identifying recruitment needs as appropriate. Including kitchen volunteers and work placements.
8. Direct the catering staff and kitchen volunteers by ensuring the work of volunteers, trainees, and any other staff within the kitchen are within agreed protocols.
9. Ensure that supervisory cover is always maintained including periods of sickness and annual leave for the catering team with the Senior Catering Assistant.
10. Ensure that appropriate cleaning schedules are in place and kitchen supplies are available for use, adhering to COSHH regulations. Support and carry out the cleaning of all catering/cafe equipment and catering areas with the support of the Senior Catering Assistant.
11. To manage the kitchen area and all wet and dry stock and fridge areas

Equipment and Laundry

1. Overall responsibility for the maintenance and of all catering equipment and facilities, related to catering provision within Seasons cafe

2. Responsible for implementing maintenance schedule in agreement with the Centre Manager.
3. Ensure adequate laundry provision for all of Seasons cafe linen.
4. Ensure all Catering staff and volunteers with the support of the Senior Catering Assistant adhere to company dress code and are supplied with their Personal Protective equipment (PPE) relevant to their role/s.

Health and Safety

1. Be up to date on all policies and practices relating to HACCP, Health and Safety, including accident reporting, Fire Safety, COSHH and Manual Handling regulations.
2. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
3. Contribute to the implementation of Age UK Leicester Shire & Rutland's (AUKLS&R) Health and Safety Policy where catering services relate.
4. Ensure satisfactory HACCP and health and safety regulations and practices are adhered to, implementing and monitor cleaning schedules and regimes with the support of the Senior Catering Assistant.
5. Ensure that specialised equipment within the kitchen area is used only by trained and authorised staff.
6. Ensure that staff and catering volunteers follow safe working practices and document that risk assessments are carried out according to AUKLS&R policies and procedure.
7. Ensure that opening and closing procedures of the kitchen are adhere to Health & Safety protocols

Training and Development

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.

Working Practices/General

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

Details of these and other Age UK Leicester Shire & Rutland policies can be found in [F:\COMMUNAL FOLDER\POLICIES](#) or on the Select HR self-service portal.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.
3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.

Signed: _____

Date _____

Please print name: _____

JobDes:KitSup: April 2025