

As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Catering Supervisor?**

Job Title	Catering Supervisor
Ref No.	ME2526022
Department	Catering
Reporting to	Catering Services Manager
Location	Northampton, Lower Mounts
Salary	<p>In the range of £25,745 - £28,513 per annum pro-rata, actual salary in the range of £16,677 - £18,433 per annum</p> <p>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.</p>
Hours	30 hours per week, 36 Weeks per year
Contract Type	Permanent

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To be responsible for the production and service of high-quality food items in an environment that meets the highest standards of hygiene and safety, ensuring the provision of food items that fulfil the range of customers' dietary requirements and provide value for money. To be responsible for cost effectiveness of the service, through the correct balance of purchasing costs and sales income.

Main Duties and Responsibilities

1. To plan and prepare a variety of food items which are nutritionally balanced, cater to a diverse customer population and are cost effective.
2. To comply with all food safety and hygiene standards/statutory regulations in respect to cleanliness; food storage, rotation, preparation, and production, ensuring all daily records are completed and file in accordance with the Food Standards Agency and Environmental Health requirements including records pertaining to temperature recording and food wastage.
3. To assist the Catering Services Manager in obtaining customer feedback to ensure continuous improvement of catering services.
4. To place orders for catering supplies via Information Communication Technology (ICT), verifying the quality and accuracy of deliveries, liaising with suppliers as required, for example to resolve discrepancies or errors.
5. To organise the catering for College Events including open days (beverages), meetings (buffets) and special functions.
6. To monitor and ensure the safety and appropriate usage of catering equipment, reporting any defects or health and safety risks to the Catering Services Manager.
7. To submit invoices and all other paperwork to the Catering Officer to ensure timely processing.
8. To respond to customer feedback and resolve customer complaints, referring serious issues to the Catering Services Manager.
9. To be responsible for the on-site vending machines, ensuring effective replenishment; stock rotation, and cleanliness.
10. To carry out examination invigilation duties as required

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> Level 2 Catering Qualification Level 2 Food Safety and Hygiene Qualification Relevant Health and Safety Qualification or equivalent experience with a willingness to obtain a qualification 	<ul style="list-style-type: none"> Level 3 Chef / Professional cooking Qualification Level 3 Food Safety and Hygiene Qualification
Knowledge	<ul style="list-style-type: none"> An understand of the range of dietary requirements, including food allergies, and how to cater for them accordingly Knowledge of the principles and excellent customer service. Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection 	
Skills	<ul style="list-style-type: none"> Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders Ability to use Information Technology (IT)/Information Communication Technology (ICT) systems, for ordering supplies, communicating within the organisation, accessing organisational training and corporate communications. Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Experience of balancing food production demands and stock control, whilst minimising food wastage Experience of coordinating the work of a small team within a hospitality environment Experience of Health and Safety regulations/legislation within a food preparation environment 	
Attributes	<ul style="list-style-type: none"> Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions 	

	Essential	Desirable
	<ul style="list-style-type: none"> • Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments • Priorities the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

