



## Gordon's School

### Front of House Supervisor (Catering) – Job description

Reports to: Head of Catering  
Hours: 7am to 3.30pm Monday to Friday, term time plus 10 days for training and cleaning  
Salary: c£16,300 per annum. Benefits include free parking, a free lunch in term time and use of the swimming pool and fitness centre.

#### Main Purpose of the Job

To assist the Head of Catering by supervising and providing services such as washing up, cleaning and food counter preparation.

#### Duties and Responsibilities

##### General

- To ensure that the food counters are kept clean and tidy and well stocked throughout service and to ensure all point of sale signage is in place and correct.
- To supervise the front of house area including the dining room and ensure that they are kept clean and tidy at all times.
- Be point of contact for students with food allergies.
- To ensure careful use of manual and mechanical equipment, including knives etc;
- To assist in the preparation and service of special functions as specified and directed by the Head of Catering.
- To maintain a neat and tidy appearance at all times, observing standards of personal hygiene.
- To attend and practice all training provided.
- Any other duties as may be required from time to time by the Head of Catering.
- To work as an enthusiastic, flexible member of the Catering Team, assisting the Catering Manager to achieve the objectives of the department and the school.

##### Health and Safety

- To maintain food safety and hygiene systems and general risk controls, ensuring compliance with current and future legislation in accordance with all training.
- To ensure food contamination risks in production and service are minimised or eliminated where possible through compliance with policies and training received.
- To partake in all ongoing daily, weekly and monthly cleaning activities and record accurately in the departments cleaning schedule and records.
- To comply with the school's health and safety policy, and to work at all times with consideration for the safety and well being of colleagues.
- To operate all equipment safely and in accordance with training and report any damage or irregularity with work practices, equipment, fixtures and fittings to the Head of Catering.

##### Special Factors

- This role may involve a shift pattern.
- You will be required to wear the uniform provided.

##### Personnel specification

##### Relevant Experience/Knowledge

- Experience in a catering environment is desirable
- Experience in a supervisory role is desirable

**Personal Skills**

- Excellent customer service skills
- Good organisational skills
- A well presented appearance.
- Good communication skills.
- An interest in good food and providing a good service
- A desire to acquire new knowledge and skills.

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.*