



Catering Supervisor  
Harrison & Hetherington

**Job Title: Catering Supervisor**

**Reporting to: Catering Manager**

**Overall Job Purpose:**

To supervise the day to day operations of the Borderway Mart café to ensure an effective and efficient service to all customers.

**Primary Accountabilities**

1. To supervise the day to day operations of the Borderway café being the first line of contact for the existing team and monitoring performance.
2. To provide absence cover for the Catering Manager as required with duties including:
  - maintaining accurate records of food supplies, and freezer / fridge temperatures.
  - assisting in the ordering of stocks and checking of deliveries.
  - carrying out regular checks of kitchen equipment e.g. mixers, fryer, utensils, work surfaces to ensure all equipment is hygienic and in safe working order.
3. To assist with menu planning in line with demand levels and budget.
4. To monitor stock levels and liaise with the Catering Manager to ensure value for money with supplies.
5. To assist with the preparation of hot and cold meals, in accordance with pre-set menus as and when required.
6. To attend mandatory training as and when required.
7. To assist with the cleaning and storage of all crockery and equipment, and ensure that the overall cleaning of the kitchen and dining areas is carried out effectively.
8. To assist when required in the restaurant with duties including:
  - taking orders and serve food and drinks to customers as required.
  - collecting payments from customers.
  - removing dishes and glasses from tables or counters, and take them to kitchen for cleaning.
  - filling service areas with condiments, napkins etc. as required.
9. To report immediately to the Catering Manager, any illness of an infectious nature or accident incurred by a customer, colleague, self or another.
10. To understand, and ensure the implementation of, the Group's Health and Safety policy, and Emergency and Fire procedures.
11. To report to the Catering Manager any faulty appliances, damaged furniture, equipment or any potential hazard.
12. To maintain current knowledge with regard to Health & Safety and adhere strictly to legislation relevant to the catering operation. To ensure health and safety standards in the kitchen and dining area and to promote safe practice.

**Secondary Accountabilities**

Other ad hoc duties that the employer determines fall within the job holders capabilities.