



Independent Life Skills Supervisor Duties and Responsibilities

Surrey Job Family: Children Learning and Educational Support

Assessed Grade: Surrey Grade PS5

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PRINCIPLE ACCOUNTABILITES

2. Duties and responsibilities

- Responsible for supervising students in preparing and serving tea for all residential students and staff to an agreed menu specification.
- Obtain daily feedback from students on the teas provided.
- Supervise the students in setting up the dining room for tea.
- Attend regular catering review meetings with the School Business Manager and Head of Residential Provision.
- Supervise students in the washing of dishes etc. and keeping kitchen areas clean including the floor.
- To participate in staff meetings and INSET training as required.
- Supervise students in the washing of tea towels as required.
- Ensure pre-prepared refreshments for teas/coffees for meetings and visitors are delivered to the correct location.
- Be responsible for menu planning in conjunction with the Head of Residential Provision.
- To ensure all duties are carried out within the constraints of any current legislation i.e. Food Hygiene Regulations, Nutritional Standards, Health and Safety at Work Act.
- To be aware of individual student food allergies etc.
- To be flexible with working patterns and to work in liaison with other members of the team and provide cover as necessary.
- Ensure faulty equipment is reported to the Head Chef.
- Attend snacks and chats with students.
- Attend residential handover meetings
- Be responsible for ensuring that all students working in the kitchen have basic food hygiene training.
- Be responsible for planning the students' tasks for the evening.

- Be responsible for ensuring that the kitchen is left clean and tidy at the end of the evening; equipment turned off, windows shut and doors locked.
- Be responsible for allocating knives to students and ensuring they are used safely and returned to their locked drawer after use.
- Ensure that students only use large items of machinery; dishwasher, mixer etc. if they have had the appropriate training in its use.
- Ensure that any behaviour issues with students are reported immediately to the Head or Deputy of Residential Provision and the student is removed from the kitchen.
- Ensure appropriate student progress records are kept.
- To undertake other reasonable duties as required.

Additional Information:

- Annual appraisal will be carried out by the Head of Residential Provision

The duties may vary to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with you.

The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2017