

JOB DESCRIPTION



| | |
|---------------|--|
| JOB TITLE | Catering Supervisor – Arrivals Feeding |
| DATE | May 2026 |
| DIVISION | Public FM |
| SITE / OFFICE | |
| REPORTS TO | Deputy Catering Manager |

ROLE OVERVIEW

As a Catering Supervisor, you will support the delivery of a safe, high-quality catering service within a fast-paced, high-volume environment. You will lead and supervise catering teams, ensuring meals are prepared, assembled and delivered in line with agreed specifications, dietary requirements and food safety standards.

You will play a key role in coordinating food production, maintaining quality and consistency, and supporting the efficient operation of catering services, while ensuring compliance with company procedures and client expectations.

This role combines hands-on catering duties with team leadership responsibilities, requiring strong organisation, attention to detail and the ability to adapt to changing operational demands.

This position will be based at <site/location>, working <shift pattern / hours>.

KEY TASKS & RESPONSIBILITIES

- Supervise catering teams to ensure food production and service are delivered to required standards
- Coordinate and support high-volume meal preparation, ensuring accuracy, quality and consistency
- Ensure all meals are prepared and assembled in line with menu plans, portion control and dietary requirements
- Monitor food quality, hygiene and compliance with food safety, HACCP and company procedures
- Support menu planning, stock control and ordering processes to meet operational demand
- Ensure equipment, materials and storage areas are used and maintained safely
- Carry out quality checks and ensure service standards, KPIs and audit expectations are met
- Maintain accurate records, including production, stock and compliance documentation
- Lead, motivate and support team members, including training and on-the-job development
- Act as a key point of contact for site teams and support effective communication across operations
- Step into a leadership role in the absence of the Catering Manager where required

QUALIFICATIONS, SKILLS & EXPERIENCE

- Right to Work in the UK and willingness to undergo a DBS check.
- Previous experience in a catering or food production environment, ideally at supervisory level
- Experience working in high-volume catering or production settings
- Good knowledge of food safety, hygiene (HACCP) and health & safety requirements
- Strong organisation and coordination skills, with the ability to manage competing priorities
- Ability to lead, motivate and develop teams
- Good attention to detail, particularly around food quality and compliance
- Strong communication and teamwork skills
- Flexible and proactive approach to work

Desirable:

Level 2 or Level 3 Food Safety / Food Hygiene qualification

Experience within Facilities Management (FM), contract catering or regulated environments

Experience with stock control, ordering systems or catering systems

EXPERIENCE WORKING WITHIN FACILITIES MANAGEMENT (FM), HEALTHCARE, EDUCATION OR CONTRACT CATERING ENVIRONMENTSWORKING ARRANGEMENTS

This <permanent / part-time / full-time / casual> position will be based at <site/location>, supporting deliveries to <local sites / multiple locations>, working <shift pattern / hours>.

ACCEPTANCE OF ROLE

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: