

# JOB DESCRIPTION



|               |                     |
|---------------|---------------------|
| JOB TITLE     | Catering Supervisor |
| DATE          | May 2026            |
| DIVISION      | Public FM           |
| SITE / OFFICE |                     |
| REPORTS TO    |                     |

## 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.

## 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

- Level 2 or Level 3 Food Safety / Food Hygiene qualification
- Right to Work in the UK and willingness to undergo a DBS check.
- Experience in a catering or food service environment, ideally in a supervisory role
- Strong understanding of food hygiene, safety standards and compliance requirements
- A good grasp of cost control and waste management
- Experience within Facilities Management (FM), contract catering or regulated environments
- Experience with stock control, ordering systems or catering systems

## WORKING ARRANGEMENTS

This position will be based at <site/location>, 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: