

JOB DESCRIPTION



JOB TITLE	Chef Supervisor
DATE	May 2026
DIVISION	Public FM
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

As a Chef Supervisor at OCS, you will play a key role in delivering high-quality food services while ensuring the highest standards of food safety, hygiene and compliance. You will be responsible for preparing and cooking food in line with set recipes and production methods, while supporting the supervision of kitchen operations and maintaining a safe and efficient working environment.

This is a hands-on role ideal for an experienced chef looking to take the next step into a supervisory position within a structured and quality-driven catering environment.

KEY TASKS & RESPONSIBILITIES

- Prepare and cook food in line with specified recipes, production methods and quality standards
- Ensure food is portioned correctly in accordance with established procedures
- Complete all required production documentation accurately and on time
- Monitor food quality and temperature, reporting any issues or deficiencies promptly
- Ensure all food is stored, handled and labelled correctly to prevent cross-contamination
- Maintain full compliance with HACCP procedures and food safety standards at all times
- Support the day-to-day supervision of kitchen operations and team members
- Promote high standards of cleanliness, hygiene and safety within the kitchen environment

QUALIFICATIONS, SKILLS & EXPERIENCE

- Right to Work in the UK and willingness to undergo a DBS check.
- Previous experience as a Chef in a high-volume or large-scale catering environment
- Relevant qualifications such as City & Guilds 7061/7062, NVQ Level 2 in Food Preparation or equivalent
- Level 3 Food Safety qualification
- Strong understanding of HACCP, food safety and temperature control procedures
- Experience supervising or supporting kitchen teams
- Knowledge of stock control and ordering systems, including electronic systems
- A proactive and organised approach, with strong attention to detail
- Ability to work in a fast-paced environment while maintaining high standards

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: