



# Fettes College

## CATERING SUPERVISOR



### THE ROLE

An opportunity has arisen for a Catering Supervisor to join our outstanding Catering Department. Catering Supervisors support the Catering team and the wider College Facilities, both for the Fettes Trust and its subsidiary companies, eg Westwoods Health Club.

The Catering Department provides three meals per day during term time to staff and students and during the Summer Language School 'term', and one meal per day for primarily non-teaching staff at other times, subject to the needs of the Catering Department to close for training, cleaning and holidays.

Reporting to the Assistant Catering Manager, and in their absence, the Catering Manager, the Catering Supervisors work flexibly, working five days out of seven, and should be available to work additional hours as required for functions within the College. They should react quickly, efficiently and courteously to customer needs, and to the request of duty management, whilst maintaining the cleanliness, hygiene and safety of the catering facilities.

### Main Duties and Responsibilities

- Supervising the delivery of meals and snacks, directing staff where appropriate.
- Setting out of dining tables, chairs and serving points.
- Assist in general kitchen and dining room duties where required, including washing up of containers, cutlery, glass, plates, etc, clearing away equipment including tables, and chairs.
- Ensure all fridge/food temperatures are recorded and cleaning schedules are complete in a timely manner.
- Provision of excellent levels of customer care.
- Comply with food hygiene and health and safety regulations and procedures.
- Any other reasonable duties as required in the provision of catering services.

All staff are expected to accept a reasonable amount of overtime if requested from time to time. We reserve the right to adjust employee' shifts to cover the requirements of our business and cover annual holidays.

### Person Specification

- Have a passion for providing excellent customer service.
- Ideally, have a strong background in a similar high volume/high quality establishment.
- Excellent time keeping and time management skills.
- Be a competent multi-tasker, who can work under pressure, and as part of a happy and committed team.
- An Elementary Food Hygiene qualification would be preferable. Experience of allergen legislation and knowledge of special diets would be useful.
- Be aware of Health and Safety requirements within a catering environment.

## Benefits

- You will be entitled to 30 days' holiday during the School Year (September to August). Holidays will therefore ordinarily be taken outside term time and only during the term by prior agreement with the Catering Manager.
- You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Fettes operate a contribution matching scheme up to 10% of base salary.
- Lunchtime meals may be taken in the Dining Hall free of charge during term time and when catering is provided and at other times, when catering is provided, and you are on duty.
- Parking is free of charge within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving a number of routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Life insurance scheme (part of the pension scheme).

## Salary

The salary for this role is £12.50 per hour, with hours of work being 35 hours per week (varied start and finish between 6 am and 9 pm), 5 days out of 7 to cover weekends, with overtime available.

New staff at Fettes join a friendly and supportive team with a vibrant mixture of age and experience. We value every member of staff's contribution to the life of the school.

## Application Process

To apply please go to our website and follow the link for this vacancy:

[www.fettes.com](http://www.fettes.com) submitting your CV and a covering letter outlining your suitability for the role

If you would like further information prior to applying for this role, please contact Ms Michelle Nimmo, Assistant Catering Manager via [M.Nimmo@fettes.com](mailto:M.Nimmo@fettes.com).

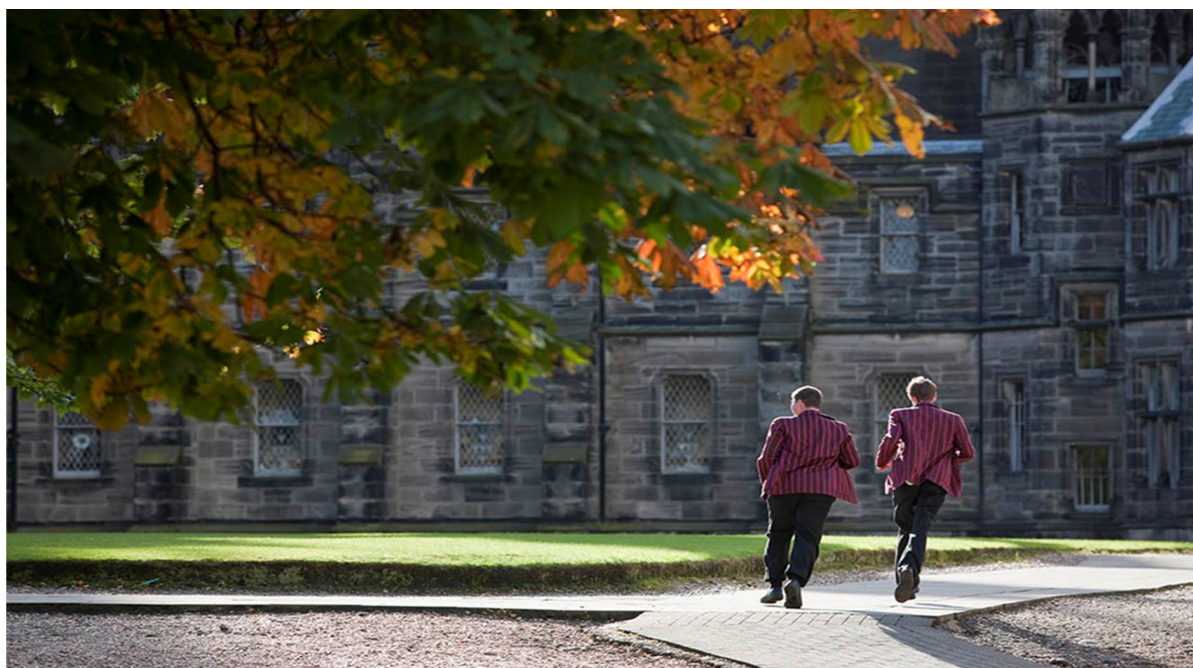
Closing date for applications is Friday, 9<sup>th</sup> June 2023.

An offer of employment will be subject to two satisfactory references being obtained from your referees and a clean report being obtained on you from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

Fettes College aims to provide a workplace in which all staff are treated in a fair and consistent manner. We will ensure, to the best of our ability, that staff and all others who have contact with the College are not discriminated against, either directly or indirectly.

We are committed to providing equality of opportunity in all areas of dealing with staff, whether in recruitment and selection, promotion or training and development.

We are keen to welcome applicants from diverse backgrounds into our staff body. If you would like a friendly conversation with an employee who identifies as an ethnic minority, please feel free to contact Sara Medel Jiménez ([s.medeljimenez@fettes.com](mailto:s.medeljimenez@fettes.com)) who will be happy to share her experience of Fettes College.

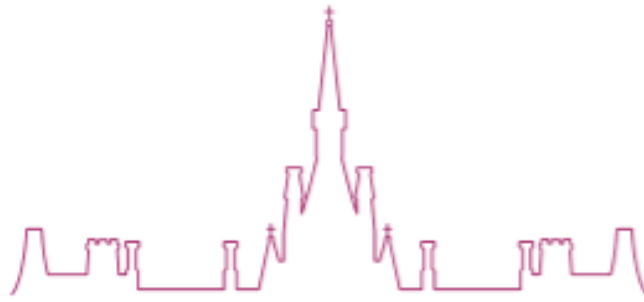


## About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with '*A place to live. A place to learn. A place to grow*'. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, consisting of circa:

- 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments.





# Fettes Moving Forward

## Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

*You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)*

