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| **Job Title:** | **Food & Beverage Supervisor**  |
| **Reports To:** | **Care Home Manager**  |

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| **Job Summary:** | The Food and Beverage Supervisor is responsible for overseeing the Dining experience for the residents within the community. |

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| **Role Responsibilities:** |
| * Support with the dining service and assisting residents with their meals as directed, including supporting those residents to retain their dignity who choose to adopt “*cutlery-free dining.”*
* Organise the catering assistants and care managers to ensure a smooth and efficient dining experience.
* Responsible for dining room preparation, cleanliness and set-up.
* Responsible for ensuring that the meals are served in a timely, presentable and correct manner.
* Liaise regularly with the Hospitality Manager and Head Chef to ensure all hydration and nutritional needs are always met.
* Support and deliver all catering services throughout the home, ensuring resident choice, dignity, confidentiality and safety.
* Create a warm and welcoming atmosphere in the dining areas throughout the home that aligns with the resident’s preferences.
* Liaise with the hospitality manager and head chef to create imaginative and interesting themes for special events.
* Ensure that staff are trained, supervised, and appraised accordingly.

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Experience in catering  | E | CV/Application form |
| Supervisory experience | E | CV/Application Form |
| Food Handling course qualification | E | CV/Application form |
| Excellent organisation and communication skills | E | CV/Application form |
| **Knowledge/Skills & Abilities** |  |  |
| Have a positive attitude towards residents.  | E | Interview |
| Demonstrate compassion and commitment to the delivery of culinary services to residents.  | E | Interview |
| Have awareness of COSHH and CQC regulations. | E | Interview |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |