



Regeneration and Community Services

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|-------------------------------|---|-------------------|-------------------------------------|
| Post Title | Breakfast Club Supervisor – Food | | |
| Post Number | BG16641 | Grade | 2 |
| Base | Ebbw Fawr Primary School | Hours | 5 hours per week, 38 weeks per year |
| Car User Allowance | None | Disclosure | Enhanced |
| Contact | Angela Meredith – 07807 585117 | Updated | March 2024 |
| Politically restricted | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes * | | |

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: To Team Leader Catering

Responsible for: Organising and supervising the Breakfast Club Meals in primary education

Principal Accountabilities

1. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
2. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
3. To work under the supervision of the Assistant Team Leader catering and to assist and carry out any instructions given in the preparation, cooking and serving of breakfast, clearing away, washing up and cleaning processes observing all food hygiene and health and safety regulations.
4. To ensure food suppliers are available and to ensure correct stock control.
5. To prepare and serve appetising breakfasts, within cost limits, and to comply with pre-determined specifications.
6. To comply with all relevant Blaenau Gwent Catering policies, paying particular attention to hygiene and safety, which are outlined in the various operational handbooks

7. To keep full and accurate entries and records in all books/forms in accordance with administrative procedures laid down by the Contracts Manager, to make relevant returns to the Administration Office.
8. To ensure correct completion of timesheets all staff must sign in and out for work in the Cooks Daily Logbook. Relief timesheets will be completed as required and passed to the Catering Office/Payroll for processing. If you have any queries, please contact the catering office 01495 355651/355653
9. Due to the nature of Breakfast Club the timing of annual leave is subject to special arrangements for employees: you are required to take leave during periods of school closure only and not during term time.
10. To comply with Hygiene and Health and Safety procedures.
11. To undertake any training considered necessary for the post.
12. To observe any requirements outlined by Blaenau Gwent Caterings quality procedures.
13. To observe Health and Safety regulations.

Person Specification – Non Managerial

1. Qualifications & experience

| Qualifications/relevant experience | Assessment Method | | | | |
|---|-----------------------|------------------|-----------|------------------------|---------------------|
| | Essential / Desirable | Application Form | Interview | Other (please specify) | Probationary Period |
| Food Safety Level 2 | Essential | ✓ | | | |
| Other experience | | | | | |
| Previous experience in a child supervision field | Desirable | ✓ | | | |
| Knowledge/Skills | | | | | |
| Knowledge of kitchen hygiene and health and safety procedures | Desirable | ✓ | | | |

2. Welsh Language Requirements (please select one of the following)

| | Essential / Desirable | Application Form | Interview | Other (please specify) | Probationary Period |
|--|-----------------------|------------------|-----------|------------------------|---------------------|
| Welsh language skills are desirable (level 0 in all Welsh Language Levels above). | Desirable | ✓ | | | |
| Welsh language skills are essential and candidates should either possess the relevant skills or be prepared to learn them when appointed to the post (levels 1-3). | Essential | | | | |
| Welsh language skills are essential (levels 4 and 5). | Essential | | | | |

| | Level 0 | Level 1 Entry | Level 2 Foundation | Level 3 Intermediate | Level 4 Advanced | Level 5 Proficiency |
|-----------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Listening/Speaking | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reading/Understanding | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Writing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements

| | Essential / Desirable | Application Form | Interview | Other (please specify) | Probationary Period |
|--|-----------------------|------------------|-----------|------------------------|---------------------|
| | | | | | |

4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

| Topic | Competencies | Assessment Method | | | |
|-------------------------------|---|-------------------|-----------|---|---|
| | | App. Form | Interview | Other e.g. presentation, discussion group, simulation, etc (please specify) | Probationary Period/ Performance Coaching |
| Delivering the service | Plans ahead, organises work in advance | | | | ✓ |
| | Involves line manager/colleagues in setting and meeting targets | | | | ✓ |
| | Reorganises work when necessary | | | | ✓ |
| | Sees tasks through to completion whenever possible | | | | ✓ |
| | Seeks help if workload becomes unmanageable | | | | ✓ |
| | Uses initiative to report issues that arise that impact on others | | | | ✓ |

| Topic | Competencies | Assessment Method | | | |
|---------------------------------|--|-------------------|-----------|---|---|
| | | App. Form | Interview | Other e.g. presentation, discussion group, simulation, etc (please specify) | Probationary Period/ Performance Coaching |
| Improvement & Change | Is prepared to try new things & feed back results | | | | ✓ |
| | Understands that changes are needed if things are to be improved | | | | ✓ |
| | Finds new and creative ways of doing things better | | | | ✓ |
| | Actively seeks to develop own skills and knowledge | | | | ✓ |
| | Learns from mistakes & welcomes constructive feedback | | | | ✓ |

| Topic | Competencies | Assessment Method | | | |
|---|--|-------------------|-----------|---|---|
| | | App. Form | Interview | Other e.g. presentation, discussion group, simulation, etc (please specify) | Probationary Period/ Performance Coaching |
| Providing Excellent Customer Service | Recognises the importance of high standards of customer service | | | | ✓ |
| | Is committed to providing an excellent service to the all the citizens of Blaenau Gwent | | | | ✓ |
| | Understands the links between own professionalism and the possible impact on the Authority's image | | | | ✓ |
| | Has a professional attitude that sets an example to colleagues | | | | ✓ |
| | Takes pride in own work and that of colleagues | | | | ✓ |
| | Is respectful, courteous and helpful at all times | | | | ✓ |

| Topic | Competencies | Assessment Method | | | |
|---------------------|---|-------------------|-----------|---|---|
| | | App. Form | Interview | Other e.g. presentation, discussion group, simulation, etc (please specify) | Probationary Period/ Performance Coaching |
| Team Working | Reacts constructively to others' suggestions and requests | | | | ✓ |
| | Recognises potential value of others' opinions and actively seeks their contributions | | | | ✓ |
| | Asks for help when necessary | | | | ✓ |
| | Actively seeks to help others | | | | ✓ |
| | Is aware of the impact of own behaviour on others | | | | ✓ |

| Topic | Competencies | Assessment Method | | | |
|----------------------|---|-------------------|-----------|---|---|
| | | App. Form | Interview | Other e.g. presentation, discussion group, simulation, etc (please specify) | Probationary Period/ Performance Coaching |
| Communicating | Adapts content and style to help others understand | | | | ✓ |
| | Makes sure that people are regularly informed | | | | ✓ |
| | Uses appropriate language, gestures and tone when talking with others | | | | ✓ |
| | Checks others have understood & seeks advice when necessary | | | | ✓ |
| | Actively seeks to improve all forms of communication with others | | | | ✓ |
| | Communicates professionally by using formal channels appropriate to the situation | | | | ✓ |