

Focus Ireland: Kitchen Duty Supervisor **(<https://www.activelink.ie/node/112129>)**



Kitchen Duty Supervisor, Focus Ireland

Location: Dublin

Contract: Permanent Full Time Contract

What you will do:

- Coordinate and facilitate food production & service on a day-to-day basis to approximately 120 people.
- Take full responsibility on days Chef Manager is not in kitchen.
- Ensure quality and high standards as per our values- this includes the consistent standard of presentation and display to the customer on the counter.
- Oversee the setting up of the kitchen prior to daily food production Ensure the kitchen runs both hygienically and in an orderly fashion in accordance with food safety authority of Ireland and Focus Irelands food safety management system.
- Give on the job training and guidance to the kitchen team and assist with their professional development.
- Work as part of the management team in the kitchen to resolve any issues with the Chef Manager.
- Work alongside the chef to help the team members develop skills needed for the role.
- Work with the Chef Manager deciding what items should be on the menu. This includes selecting dishes, and any other food or drink offerings that the coffee shop provides to its customers.
- In coordination with the Chef Manager, work to enhance the overall service experience for the customers. This involves various elements such as the presentation of the food, and customer interactions.
- Liaise with suppliers at delivery time.
- Engage with external stakeholders and compliance bodies such as FOG(fats oils and greases),Pest control ,EHO
- Maintain daily records in terms of temperature checks, cleaning programme and allergen list on menu.
- Ensure records are signed off daily and left for verification by Chef Manager.
- Ensure the team takes responsibility for their part in the traceability of all food.
- Maintain the kitchen in a clean and hygienic condition, ensuring cleaning records are followed and signed off.
- Maintain the highest standards of personal & operational hygiene for themselves and the team.
- Ensure stock for food production is of the agreed standard and when chef manager is on leave do orders as needed seeking support where needed.
- Work in close liaison and co-operation with Coffee shop team and other Focus Ireland services.
- Follow Focus Ireland's Health & Safety policy and work in a safe manner.
- Report maintenance problems as necessary to line manager.
- Attend team, section & divisional and agency meetings as required.
- Provide external catering requirements when needed for events which may occur outside of the norm.
- Cover Chef Manager kitchen duties when Chef manager is on leave.
- Provide a front of house function, which will include setting up, clearing down of service counter and food service.
- Actively engage with customers in a kind supportive and dignified manner in line with our core values.
- Assist in cash duties and maintaining appropriate cash & credit records. Administration of cash and lodging to bank if required.
- Avail of training both core and critical as agreed in consultation with your line management.
- Ensure the highest quality standard and service for clients and making sure our values are adhered.
- This job description is not exhausted and may change in consultation with the role holder.

What you will need:

- Relevant cooking qualification and experience in industrial catering.
- Demonstrable supervisory management experience- minimum 2 years.
- Primary food hygiene level 2.
- Management of food hygiene level 3 (*desirable*).
- Experience working within the homeless/social care sector (*desirable*).
- Catering supervisory qualification (*desirable*).

To apply please submit your CV & Cover Letter Here (<https://login.hirelocker.com/focus-ireland/jobs/30678/kitchen-duty-supervisor-dublin-dublin>)

Closing date for applications: 12.00pm, 27th November 2024

Focus Ireland is an equal opportunities employer.

Region

Dublin

Date Entered/Updated

13th Nov, 2024

Expiry Date

27th Nov, 2024

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