



JOB TITLE: **Pizza Supervisor**

RESPONSIBLE TO: **Head Chef**

ROLE SUMMARY

To be able to work in a supervisory capacity within Alnwick Castle's on-site pizza outlet, reporting to the Head Chef to deliver a range of food products in a timely and cost-effective fashion. A commitment to maintaining high standards of service and production within the operation, and a positive attitude towards work is essential, as is the ability to motivate others. The ideal candidate will work as part of a team and be dedicated to preparing a high standard of food and customer satisfaction.

MAIN DUTIES AND RESPONSIBILITIES

Follow menu and stock plans set out by the Head Chef and actively assist with minimising wastage within the kitchen and other outlets. You will prepare and cook menu items as directed by the Head Chef, operate and maintain our pizza oven and maintain a clean and organised kitchen environment.

You will also be able to assist in the ordering, storage, control and management of all stock, according to regulations and administrative procedures. You will need to supervise staff during service times, so it is important to have excellent communication and teamwork skills, particularly during busy operational periods. You will have the ability to work in a high pressure environment while keeping a level head. Previous experience in a similar role would be advantageous.

Health and Safety

You will be working with and around food, so it is important to actively maintain a clean and safe working environment at all times. This includes being aware of COSHH policies and following guidelines when using any chemicals in the kitchen, only using those specifically set out by the company for use in catering areas. When handling food, you must always have clean hands and take care when handling knives and other sharp utensils. Accidents can be limited by using equipment appropriately and following company procedures, but if an accident should occur, involving a member of staff or a member of the public, staff trained in First Aid are required to attend to any injuries, and an accident form must be filled in. Any training involving kitchen procedures, food hygiene and risk assessments must be attended, as well as any other training relevant to your position.

Communication and Knowledge

You should be able to sustain excellent face to face communication with staff and customers. It is important to build a good knowledge of the Castle site, such as opening hours, and knowing about the various products served and sold across catering areas.

General

A knowledge of, and compliance with, the organisation's general policies and procedures will be required, in relation to daily shift patterns, rostering, staffing levels, holiday patterns and similar procedures as outlined in the Castle Staff Handbook, which will be made available to you. Policies and procedures also include those relating to health and safety, and welfare, equal opportunities, emergency evacuation, security and standards of work performance. In addition, you will be prepared to undertake any additional or alternative tasks and duties reasonably required by Northumberland Estates within the general scope of the post.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Training, Experience and Qualifications	
<ul style="list-style-type: none"> - Industry recognized qualification such as City & Guilds, NVQ, BTEC - Level 2 Food safety qualification - Previous experience working in a busy pizza outlet or similar 	
Knowledge and Skills	
<ul style="list-style-type: none"> - General standard of numeracy and literacy - Awareness of Health and Safety and security issues - Good organisational abilities - Great attention to detail - Enthusiasm and willing to learn and develop 	<ul style="list-style-type: none"> - Knowledge of the local area - A good understanding of various dietary requirements
Interpersonal Skills	
<ul style="list-style-type: none"> - A flexible and adaptable approach to all aspects of work - The ability to be reliable and punctual - The ability to work as part of a team as well as independently - The ability and willingness to work with a diverse range of visitors and colleagues 	<ul style="list-style-type: none"> - Working as part of a team in a busy, demanding and pressurised environment
Particular Circumstances to Consider	
<ul style="list-style-type: none"> - This post is covered by various shifts working up to 5 over 7 days, including Bank Holidays. You will have the ability and availability to work weekends and holidays. You will be prepared to be flexible in working hour patterns, or additional shifts. This is mostly a daytime role, but some evening work will be required. - To wear and maintain uniform, as provided by Alnwick Castle, to a high standard. 	
Physical/Health Requirements (site specific)	
<ul style="list-style-type: none"> - Work may involve some heavy lifting of objects within published health and safety guidelines on manual handling. You may also be expected to stand for long periods of time. 	

Rates of pay will be shared at interview