



## Job Description

**Position:** Food Services Supervisor

**Accountable to:** Director of Enrichment and Operations

### **General Statement of Responsibilities**

Across the Jerudong International School (JIS) group of schools, we challenge ourselves, respect others and inspire positive change. We develop our schools through holistic school improvement in four interlinked key areas – Curriculum, Community, Capacity and Campus. Our student profile empowers students to think critically whilst actively engaging in lessons. We build capacity by ensuring students develop resilience by giving them opportunities to lead. We ensure students recognise their roles as global citizens alongside the many communities that exist within school.

We have three core values that epitomise our approach to holistic, international education. Each of these values leads to two areas that form our six school aims.

**CHALLENGE** : We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.

**RESPECT** : Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

**INSPIRE** : We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsibility of all staff to demonstrate these values themselves, with colleagues and with the students.

**Role Overview:** To plan, manage and co-ordinate the food service operations in the School and Boarding Houses and ensure that the food services provided are of the required quality and comply with the School requirements. You will be in charge on matters relating to external food services and handle correspondences and enquiries providing a first point of contact with parents and staff. Develop the ethos of the School whilst seeking to cultivate the holistic JIS Learner Profile which includes:

### **General Statement of Responsibilities**

**HOURS OF WORK:** 3.5 full days per week (or an equivalent of 28 hours spread over the working week).

#### **Food service**

- To manage, co-ordinate and oversee the food service operations across the School and Boarding Houses.

- To liaise with service providers/campus online system provider on operational issues and providing feedback from parents and staff to ensure that quality service is provided to the School and Boarding Houses.
- To conduct regular and timely meetings with the service providers to resolve any operational issues or to improve food related services.
- To develop plans for the direction and quality of the food service based on user needs.
- To conduct quality control tests to ensure that all meals produced are prepared to the required standard and within the required food safety guidelines.
- To ensure that the food menu provided is attractive, healthy and value for money, developing food menus with the providers. Liaise with the students at the BH and also dietician.
- To canvas the views of food users (staff and students) through feedback channels to improve the service and quality of food provided.
- To evaluate the food services provided on a regular basis to ensure that the overall food service is kept at high standard.
- To inspect the canteen, School and Boarding House catering & kitchen areas and Boarding House dining hall regularly to ensure that service providers comply with requirements, performing periodic checks that standards hygiene, health and safety standards subjected by the School and Boarding House is upheld.
- To complete and update food ingredient lists for notification purposes.
- To work with the Health Centre on a regular basis and update information on students and staff who suffer from food allergies.

### **Communication**

- To work with the Director of Enrichment and Operations on the school development and future plans and to develop a whole School Boarding Houses food policy.
- To update, maintain and upload Boarding House food services related information on the School website.
- To administer and monitor payment systems ensuring that students, parents and staff are aware of the system.
- To review and implement systems/procedures that may improve the replacements of lost cards by the students.
- To help the School to direct/supervise the students to ensure that they follow School rules on the use of food services across the School.
- To update, maintain and upload food services related information on the School website and Firefly pages.
- To communicate with parents, students, staff and outside organization to exchange information, receive suggestions and resolve issues related to food services.
- To respond to inquiries and concerns in a timely and professional manner.
- To eat at the boarding house on a bi-weekly basis and chair the BH Student food committee.
- To attend Food Services Committee meetings chaired by the Director of Enrichment and Operations.

### **General**

- To work closely with the Purchasing Department and relevant parties to evaluate submitted catering quotations before recommendations.

- To perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the food service unit.
- To maintain a standard of personal image in keeping with the role and operate within the policies of the School.
- To work closely with the Accounts Department on any campus card related matters.

### **Child Protection Responsibilities**

It is the duty of any member of staff, volunteer or visitor to JIS to report immediately to the Designated Safeguarding Lead in the event of the following:

- A disclosure of abuse from a student.
- Witnessing staff behaving in a way which is contrary to the provisions outlined in the JIS Staff Code of Conduct.
- Suspecting that a child is at risk or that abuse may have occurred.
- Concerns regarding the behaviour of any adults on school premises towards children.

In the absence of the Designated Safeguarding Lead, the Deputy Safeguarding Lead must be contacted. In the absence of either of the above.

### **Others**

- Other tasks as specified from time to time by the Director of Enrichment and Operations

**PERSON SPECIFICATION FOR OPERATIONS, ADMINISTRATION AND  
SUPPORT STAFF (FOOD SERVICES SUPERVISOR)**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Diploma and above in related field</li> </ul>	<ul style="list-style-type: none"> <li>• Other professional qualifications</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Prior work experience in similar post</li> <li>• Proficient ICT user</li> <li>• Excellent administrative skills</li> <li>• Good attention to detail</li> <li>• Proficient in English</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of living and working overseas</li> <li>• Experience of working in educational institutions</li> <li>• Experience of an International Boarding School environment</li> <li>• Competence in Chinese and Malay languages</li> <li>• Understanding of safeguarding and child protection policies and practices</li> <li>• Valid driving licence</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Well organised and work within deadlines</li> <li>• Good interpersonal and communication skills</li> <li>• Form and maintain excellent effective relationships with all in school</li> <li>• Ability to work independently and a good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering presentations/ability to speak to groups</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to use initiative</li> <li>• Caring, positive, honest and open</li> <li>• Respect and awareness for confidentiality</li> <li>• Ambitious and willing to learn</li> <li>• Self-motivated and energetic</li> <li>• Dedicated and hard working</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to maintain a professional manner under pressure</li> <li>• Proactive in self-development</li> </ul>