**on-site services**

JoB description

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title | Food Production Supervisor | Department | Catering- Patient Dining & Retail |
| Generic Job Title | Catering | Segment | Healthcare |
|  |  | Location | DBTH estate |
| Reports to | Deputy General Manager | Office / Unit name | Doncaster General Hospital |

## ORGANISATION StRUCTURE

General Manager

Deputy General Manager

Head of Talent

Patient Dining Supervisor

Food Production Supervisor

#### Job Purpose

To oversee and manage the production of meals for service at the required times in line with the contract specification. Ensuring at all times that the food produced is to the company’s standards and ensures the client’s, patients and customer satisfaction.

#### Accountabilities or “what you have to do”

* All aspects of food production from preparation to service.
* Manage a small team of cooks to ensure efficient service throughout the operation.
* To ensure the Company’s statutory regulations regarding hygiene, health & safety and cleanliness in the kitchen.
* To provide high personal standards of performance, hygiene and appearance ensuring correct uniform is worn & PPE used appropriately at all times whilst on duty.
* To ensure the cleanliness and tidiness of the kitchen and surrounding area at all times as reasonably practical.
* To maintain good customer and colleague relations at all times.
* To work within budgetary requirements.
* To be aware and adhere to portion sizes and control portion standards during production and service including communicating portion size to serving staff.
* To cater for special dietary requirements for patient feeding and customers as required.
* To assist with menu planning, ordering etc and receive any relevant training as necessary.
* Working with Stores department with effective ordering of all stock and ensuring that all deliveries are checked in accordance with the HACCP procedures in place
* To maintain records and complete all daily checks and documentation in relation to the role.
* To ensure the prompt service of all meals and services at the required times to the company’s standards and the client’s satisfaction.
* To report any compliments, complaints or incident of theft, fire, accident, loss, damage or other irregularity and take such action as is necessary or practicable.
* Any other duties as necessary for the successful performance of the role.

**Key Performance Indicators (KPIs)** **or “What it will look like when you are doing the job well”**

* Correct Restaurant Margin and GP being obtained
* Meeting Budgets
* CPPPD meeting unit target
* All mandatory paperwork being completed
* 5\* Environmental Health rating
* Reduction in accidents
* Reduction in Food wastage

#### Skills, Knowledge and Experience

Essential

* Qualified Cook
* Supervisory experience
* Food Safety Level 2
* Allergen awareness
* Ability to understand detailed instruction
* Ability to understand and adhere to current legislation at all times
* Ability to allocate resources effectively
* Ability to motivate teams as required
* Good communications skills
* Ability to work on one’s own initiative
* Multi tasking

Desirable

* City and Guilds/NVQ 3
* Food safety Level 3
* Good literacy and numeracy skill
* Knowledge of Special Diets
* IOSH managing safely

#### Contextual or other information

***Health Act 2006 Staff Responsibility***

* To Assist the Trust in reducing healthcare associated infections you should be familiar with the Trust Hand Decontamination Policy, attend mandatory inductions training and be compliant with all hand hygiene standards at all times.
* Take care of their own safety and others who may be affected by their actions or omissions.
* Adhere to Sodexo and department of health and safety policies and use any equipment of personal protective equipment provided to ensure safety.
* Co-operate with their managers to maintain safe systems and safe workplaces.
* Report any accidents/incidents or ill health, failings in premises equipment or personal protective equipment.
* Not interfere with any equipment provided to ensure Health and Safety.
* Not to attempt to carry out tasks or repairs beyond their competence.

This description is not intended to be an exhaustive list of duties of the post holder and may be varied in the light of changing circumstances.

I understand and accept the responsibilities and duties of the post.

Signed by member of Staff: ………………………………………………………………….

Date: …………………………………………………………………………………………..

Signed by Manager: ………………………………………………………………………….

Date: …………………………………………………………………………………………..

|  |  |  |  |
| --- | --- | --- | --- |
| Version | 1 | Date | 26.07.22 |
| Document owner | Lorna Bowes | | |