

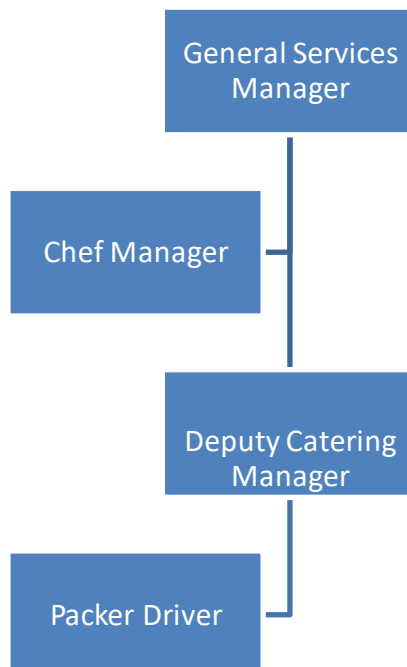
# Job Description: Packer Driver

Function:	Catering
Position:	<b>Packer Driver</b>
Contract Hours:	29.83 hours
Contract Days:	4 days on shift / 4 days off
Position location:	Phillips 66 Humber Refinery

**1. Purpose of the Job** – State concisely the aim of the job.

**Responsible for all activities to deliver a quality food and beverage shift meal service to customers at Phillips 66 Humber Refinery on and off site locations.**

**2. Organisation chart** – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



### 3. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Evidence of the ability to maintain high standards of hygiene and work in a safe and efficient manner.
- Possession of basic food hygiene certificate or equivalent.
- Possession of a full UK driving license.
- Ability to lift and carry foodstuffs and equipment and use food preparation equipment.
- A willingness to be flexible and co-operate with staff and work unsupervised.
- Demonstrate a commitment to safety, quality and customer care.
- Evidence of ability to plan, organize and direct food and beverages orders to be required standards.
- Evidence of excellent communication skills.
- Evidence of successful experience in quality control and ability to contribute to written procedures and maintenance of the same
- Follow instruction, as directed by line manager and in accordance to the required SLA
- To provide an efficient and friendly service to clients, stakeholders & customers in all departments.
- Ensure all necessary documentation is completed to comply with company and industry standards
- To communicate well with clients, stakeholders & customers and demonstrate a helpful attitude at all times.
- To undertake cleaning and ensure all aspects of equipment and production area cleaning is completed to the Company's standard according to the cleaning rota or as directed
- To attend/receive/deliver any job-related training as required
- Report all accidents and near misses in accordance to the health & safety documentation.
- Wear the correct uniform & PPE at all times.
- Requested to attend safety awareness courses and staff safety forums.
- Ensure that methods of preparation, production and presentation comply with Sodexo's standards and procedures.
- Comply with all Company & Client policies, site rules and statutory regulations relating to Health & Safety, Food Safety, HACCP, Cook Chill system, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place.
- Ensure that all equipment used, is in safe working order and report any faults to line manager, ensuring the equipment is not used until safe.
- Carry out any other reasonable requests as directed.

### 4. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Responsible for shift meals and associated administration meeting customer expectation and the defined quality standards and cook chill process.
- Control and coordination meal orders, mess room provisions and overtime meals in line with the cook chill operating procedures.

- Preparation of orders and requisitions.
- Control over the coordination of vehicle checks
- Supervisions and control over the completion of the cleaning schedules.
- To be responsible for ensuring that high standards of personal hygiene, catering hygiene practices and safety are followed at all times in accordance with Sodexo policy, and written / verbal instructions.
- To maintain temperature monitoring records with regard to the cook chill procedures.
- To dispatch and delivery procedures in line with the cook chill procedures.
- To maintain records required for the efficient operation of the cook chill operation as required.
- To proactively implement customer care procedures.
- Good communications skills
- Previous experience of working in a catering, food industry or hospitality environment.
- Previous food handling experience
- Strong customer service skills
- High levels of personal hygiene and appearance
- Ability to work in cold environments and stand for extended period of time
- Carry out any other reasonable requested

## 5. Signature

- I agree that I have been fully briefed on my job role and that my job description has been explained.

Employee's Signature:

Employee's Name:

Date:

Manager's Signature:

Manager's Name:

Date: