

Job Description:

Food Production Supervisor

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| Function: | Independents by Schools  |
| Job:  | Food Production Supervisor  |
| Position:  | Supervisor  |
| Job holder: | TBC |
| Date (in job since): |  |
| Immediate manager: | Head Chef  |
| Additional reporting line to: | Executive Head Chef |
| Position location: | Clifton College  |
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| 1. Purpose of the Job |
| * To prepare ingredients and food items for production on site for the core school catering and any hospitality provision required
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| 2. Dimensions |
| ~~Revenue FY13:~~ | ~~€tbc~~ | ~~EBIT growth:~~ | ~~tbc~~ | ~~Growth type:~~ | ~~n/a~~ | ~~Outsourcing rate:~~ | ~~n/a~~ | ~~Region Workforce~~ | ~~tbc~~ |
| ~~EBIT margin:~~ | ~~tbc~~ |
| ~~Net income growth:~~ | ~~tbc~~ | ~~Outsourcing growth rate:~~ | ~~n/a~~ | ~~HR in Region~~  | ~~tbc~~ |
| Cash conversion: | tbc |
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| 3. 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. |
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| **4. Context and main issues**  |
| * To prepare food for production by the kitchen for core feeding and internal and external hospitality whilst maintaining strict budgetary control in line with client and Sodexo expectations.
* To ensure that all statutory and company regulations and policies relating to Allergens, allergen labels, hygiene, health, safety and fire are enforced recorded and maintained
* Prepare food while adhering to food safety
* Due diligence paperwork to be completed
* Cleanliness of your area
* Work within any area of catering as required
* Completion of training in health and safety and food safety
* Supervise the production of any food carried out by other persons in the prep kitchen
* Liaise with the appropriate members of the kitchen team regarding preparation data
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| 5. Main assignments  |
| * Comply with all company and statutory regulations relating to Health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include awareness of any specific hazards in the workplace.
* Prepare the production of all food in advance for the site, within the company’s standards and to the agreed specification of the contract to include the record keeping of all food production and HACCP
* Ensure that the control of raw materials is to the company’s standards and to ensure that prepared food is stored at the correct temperature
* Liaise with the senior chefs or the appropriate person daily regarding production, health & safety, food hygiene, food quantities, food quality and any other general issues
* Have the knowledge to receive deliveries in the absence of the store’s personnel
* Always maintain a high standard of hygiene and cleanliness in the food preparation area
* Keep all work areas and surfaces clean and tidy at all times. Assist with routine cleaning schedules as required.
* Ensure high standards of personal performance, hygiene, appearance and cleanliness at all times.
* Communication is key for the food production and wastage information from the kitchen with the relevant person
* Participate in any necessary training and team meetings as required to complete job responsibilities to the company’s and client’s standards.
* Work as part of a team to promote harmonious working relationships within the Sodexo team
* Report immediately any incidents of accident, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate.
* To report any Health and Safety issues to your line manager including any accidents and near misses
* To operate machinery as shown and trained to do so, ensuring the equipment is used safely and in accordance with current regulations and company policies
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| 6. Accountabilities  |
| * To be polite, professional and friendly at all times, with customers, clients & colleagues.
* To demonstrate a can – do attitude towards individual customer requests and strive to exceed customer expectations
* To work autonomously to ensure food production is always correct
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| 7. Person Specification  |
| * A good knowledge of numeracy to enable the reporting of production and wastage
* Self-motivated
* Hard working
* Ability to work as part of a team or individually as needed
* Previous experience in Catering is desirable but not essential
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | Learning & Development |

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| 9. Management Approval  |
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| Version | 1 | Date 06.05.21 |  |
| Document Owner | Julie Linzell |

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| 10. Employee Approval  |
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| Employee Name |  | Date |  |

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