

Job Description for Ward Supervisor

- 1: Overseeing all members of ward staff to ensure a smooth operation of duties
- 2: Working closely with Business Catering Manager with rotas and relevant training
- 3: Working with the nurses on duty to get a full understanding overall patient journey while in Nuffield
- 4: Making sure all policies and procedures are adhered to
- 5: Managing the rota's due to sickness and holidays
- 6: Working with the chefs to ensure a smooth running of patients orders and delivery of meals
- 7: An understanding of dietary needs for patients and staff
- 8: Making sure a strict cleaning rota is followed and adhered to

Training will be given in line with the hospital and Sodexo policies and procedures

It will be the Supervisors responsibility to make sure all staff training is completed with the time frame and report to Line Manager on site.

Allergens is a large part of our training process along with food safety and a health and safety programme to be complete.

The contract would be based on a 3 month's probation period with a monthly review, the position is based on hourly pay and paid on the last working day of each month

Uniform will be supplied.