

JOB DESCRIPTION

JOB TITLE: PICKING AND PACKING SUPERVISOR

RESPONSIBLE TO: PATIENT DINING MANAGER

BASE: WYTHENSHAW HOSPITAL

JOB SUMMARY:

To supervise and co-ordinate the team of Picking and Packing Service Assistants on a daily basis and to be responsible for maintaining high standards of hygiene and cleanliness within the production and distribution unit.

PRINCIPAL DUTIES:

1. Responsible for the supervision of Picking and Packing Service Assistants, ensuring effective delegation of duties to Staff.
2. Ensures that cleaning schedules and frequencies are adhered to at all times.
3. Completes daily hygiene audits within the unit to ensure that consistent high standards are being maintained, taking remedial action to rectify any sub standards of cleaning.
4. Ensure an efficient delivery of a ward food service to patients in accordance with the relevant procedures.
5. Carry out audits in each area, monitor and ensure that food products are correctly regenerated, and temperature probed.
6. Ensures that Regeneration units are cleaned in accordance with cleaning schedules.
7. Compile and place orders with suppliers in accordance with stock level and menu cycle.
8. Complies with Health and Safety regulations, reporting any faulty equipment to Manager/Deputy Hotel Services Manager.
9. Complies with quality control procedures in the unit.
10. Ensures that HACCP procedures are adhered to at all times.

11. Ensure all relevant staff is adequately trained in conjunction with legislative requirements, this should include emergency procedures.
12. Monthly monitoring of area of responsibility, to ensure areas maintain the level of cleanliness, to required specification standards.
13. Allocation of overtime within budget limits
14. Authorisation of staff signing in sheets for area of responsibility.
15. Completion and authorisation of staff wages sheet for area of responsibility.
16. Attending weekly Team Leader Supervisors meetings
17. Conducting monthly Team briefing sessions.
18. Ensure that staff receives adequate training in methods and procures to be followed in the use of materials and equipment, Health and Safety & COSHH regulations to be observed at all times.
19. Liaise with other Supervisors, Team Leaders, Heads of Departments and Ward Sisters.
20. Reporting of accidents
21. Reporting of pest sightings.
22. Receipt and issue of cleaning materials and equipment.
23. The observation and reporting of repairs to building and furniture.
24. Ensuring Health and Safety procedures are followed within area of responsibility.
25. Any other duties necessary for the efficient running of the service as required by the Management Team.
26. Working supervisor also completes role of Picker and Packer.

Health and Safety:

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.
- Ensure daily standards are met with cleaning, H&S, Food safety, Manual handling Risk assessments and all due diligence documentation is followed in accordance with company policies.

TCN 356 relating to the Health Act 2006 Infection Control Paragraph

“As member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust’s Infection Control Manual including the Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You must be aware of your role in the decontamination of patient shared equipment and are required to attend mandatory training in Infection Prevention & Control and support the Trust in achieving compliance with the Health Act 2006 (all measures known to be affective in reducing Health Care Acquired Infections)”

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: