

## **JOB DESCRIPTION**

<b>POST TITLE</b>	<b>Catering Food Services Supervisor</b>
<b>BAND</b>	<b>3</b>
<b>DIVISION</b>	<b>Estates and Facilities</b>
<b>BASE</b>	<b>BGH and ELHT sites</b>
<b>REPORTS TO</b>	<i>Food Production Manager, Catering Manager/Patient Services</i>

**RESPONSIBLE FOR:** *Catering Department Supervision*

### **JOB SUMMARY**

The post holder will be responsible for the support of nutritional care of patients and staff.

The purpose of the job is to assist in a sound, effective day-to-day management of the patient's food service and central crockery washing departments.

To maintain the highest standards of hygiene linked with a quality food delivery service.

It is important that budgetary targets are met and a close liaison with nursing staff and other catering supervisors are achieved.

Duties will also include monitoring the critical points of the cooking and distribution of the re-generation food trolleys to all wards. The post holder will have full knowledge of dietary needs.

The post holder will be able to work without supervision at the stated place of work.

### **MAIN DUTIES**

#### **Describe main duties of the job**

- To work with patients and staff on wards to ensure that patients receive adequate nutrition.
- The collation of patient menus.
- Stock control of frozen and ambient foods.
- Ensure that there is no waste of food delivered to wards.
- To work closely with catering administration staff.
- Ensure that cleaning schedules are maintained and monitored regularly.
- That personal hygiene of staff is enforced and that hygienic handling of all food is undertaken.
- Staff are adequately trained in all aspects of the operational procedure of the department.

- Induction arrangements for new staff.
- Ensure that patients food is served at the correct temperature, attractively presented, portioned correctly and at the correct times.
- Allocate work in the section to obtain optimum performance and smooth running.
- Ensure the correct economical use of materials.
- Indenting for repairs of all faulty and hazardous equipment, including minor repairs to the building fabrics.
- Work closely with catering manager.
- Liaise with nursing and ward staff, catering supervisors, maintenance services, portering management and dietician.
- Ensure that the Health and Safety procedures are strictly adhered to, complying with safety instructions/policies laid down.
- Use in a proper and safe manner the equipment and facilities provided.
- Refrain from the wilful misuse or interference with anything provided in the interest of health and safety and any action which might endanger yourself or others.
- Report as soon as practical all hazards and defects, all accidents and untoward occurrences – ensuring that accident forms are completed.
- The collation of statistics relating to the food service and crockery washing for control purposes.
- Discipline of staff in accordance with unit and departmental procedures.
- Assists in the preparation of staff timesheets.
- Maintenance of the duty rotas and amending when necessary due to absence.
- Ensure adequate supplies of crockery area available at ward level and the removal of excessive stock.
- Correct rotation and maintenance of stock levels in the section.
- Monitor the portering delivery service and report any discrepancies in times or adverse handling of equipment to the Catering Manager.
- To comply with HACCP (Hazard Analysis) policy and adapt to any new regulations.
- Any other duties consistent with the nature of the job as might be requested by management from time to time to meet exigencies of the catering service as a whole.

## **EMPLOYMENT ACTS AND CODES OF PRACTICE**

All employees are required to comply with employment legislation and codes of good practice.

### **Equality and Diversity**

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

### **Health and Safety**

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

## **Infection Control**

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

## **Sustainability and Corporate Social Responsibility**

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

## **Risk Management**

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

## **Safeguarding**

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

## **Data Protection Act**

All members of staff are bound by the requirements of the Data Protection Act 1998.

## **Rules, Regulations, Policies, Standing Orders and Financial Instructions**

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

## **Research and Development Projects**

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

## **Development Review**

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

## **Training**

Post holders are required to attend any relevant and mandatory training for the post.

## **Outside Employment / Outside Interests**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

## **Review of Job Description**

This is not intended to be a comprehensive description of the duties of the post. Due to the Trust's commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

## **STANDARDS OF CONDUCT**

Conduct duties with regard to values underpinning the Trust's Vision "*to be widely recognised for providing safe, personal and effective care*":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

## ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

**NAME:** .....  
(PRINT)

**SIGNED:** .....

**DATE:** .....

