

JOB DESCRIPTION

POST TITLE: Portioning Team Supervisor

DIVISION/UNIT: Facilities Services

GRADE: 3

RESPONSIBLE TO: Production Supervisor

RESPONSIBLE FOR: Catering Assistants

Job Purpose

Supervise Catering Assistants to ensure that the Portioning of School & Community Meal menu items and associated duties are carried out in accordance with the daily portioning schedule/rotas.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Liaise with the Production Supervisor regarding daily portioning schedules.
5. Ensure that effective portion control and product yield is maintained at all times to assist with control of food costs and minimise food waste.
6. Supervise the Catering Assistants to ensure labels are printed and foils are counted & labelled in line with daily portioning schedule.
7. Ensure print room is kept stocked with foil containers and labels.
8. Ensure the portioning area is cleaned and reset after each portion.
9. Ensure the portioning area is deep cleaned at the end of each day.
10. Ensure that refuse is removed from the print room and portioning area timeously.
11. Ensure all tasks designated to Catering Assistants as detailed on the daily portioning schedule/rotas are completed.
12. Carry out any other tasks as delegated by the Production Supervisor.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
2	2	5	2	3	1	1	2	2	1	1	2	2