

JOB DESCRIPTION

POST TITLE: Late Shift Hygiene Supervisor (CPU)

DIVISION/UNIT: Facilities Services

GRADE: 3

RESPONSIBLE TO: HACCP and Hygiene Controller

RESPONSIBLE FOR: Kitchen Porters

Job Purpose

Supervise and assist Kitchen Porters to ensure that the CPU Food Production areas are maintained in a clean and safe condition in relation to catering equipment, hygiene, transportation and storage. Participate in portioning and blast freezing of multi portion and individual meals. Ensure all items are removed from blast freezer and shut down and secure CPU Building.

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. Assemble and portion all menu items as instructed.
5. Comply with portion control guidelines to ensure that product yield is maintained at all times and food waste is minimised.
6. Ensure that all meals portioned are appropriately labelled prior to blast freezing.
7. Monitor all items in the blast freezers and ensure they are removed and stored in the end product freezer at the end of the blast freeze programme.
8. Ensure adherence to HACCP Procedures and the accurate completion of all relevant monitoring documents.
9. Liaise with the HACCP and Hygiene Controller regarding daily cleaning schedules.
10. Ensure boilers and bratt pans etc. within the cook suite are cleaned as required.
11. Ensure that refuse is removed from the catering areas timeously.

12. Supervise Kitchen Porters and ensure all cleaning duties as detailed on the cleaning schedule, are completed.
13. Responsible for closing down and securing the building at the end of the working day.
14. Carry out any other tasks as delegated by the HACCP and Hygiene Controller.

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
1	2	5	2	3	1	1	2	2	1	2	2	2