

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Stores Supervisor (CPU)
<b>UNIT:</b>	Facilities Services Division
<b>GRADE:</b>	6
<b>RESPONSIBLE TO:</b>	Catering Operations Manager
<b>RESPONSIBLE FOR:</b>	Delivery Drivers Delivery Drivers/Stores Assistants Stores Assistants.

### **Job Purpose**

To assist with the management and day-to-day operation of the Central Production Unit stores and to provide relief driver cover. To provide a supervisory role to the Stores Assistants. To ensure all incoming goods are ordered in line with production schedules and outgoing goods are ready for dispatch in line with delivery schedules.

### **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. Assist the Catering Operations Manager in the formal application of employment policies.
5. Support direct reports to ensure that they maintain and enhance their knowledge and competence through continuous professional development and awareness of new legislation, developments and initiatives in relation to all aspects of the service.
6. Assist with the implementation of the annual Tay Review process for the Stores team and ensure that training needs are identified and appropriately addressed.
7. Ensure delivery drivers attend CPC training and medicals as necessary to comply with driving license requirements.
8. Place all orders for all food order for the CPU and accept all incoming orders of food, consumables and light materials/equipment etc.

9. Prepare and communicate a clear and concise daily stores schedule to ensure that the unit achieves necessary targets in relation to food production.
10. Ensure that the stores items are stored safely and securely, and that store areas are kept in a hygienic manner.
11. Ensure appropriate stock control procedures are maintained.
12. Ensure that the required Quality Standards are met consistently in terms of all incoming and outgoing goods.
13. Ensure that effective stock rotation/issue is maintained at all times to assist with control of food costs and minimise food waste.
14. Liaise with the - Production Supervisor to ensure adequate supplies of food stock and consumables are maintained.
15. Adhere to the agreed distribution logistics for the CPU and respond to any ad hoc problems in order to ensure the timeous delivery of frozen meals from the CPU to Onsite and Distribution Hubs.
16. Liaise with the transport department regarding unplanned maintenance requirements and in response to planned maintenance issues, to ensure all delivery vehicles are available for use at all times.
17. Participate in the implementation and control of all Quality Systems, practices and procedures ensuring that the required Quality Standards are met consistently in terms of ~~all~~ production in your own area at all times and throughout the CPU when on late night cover.
18. Ensure adherence to HACCP procedures in all duties performed relating to goods in and goods out.
19. Assist in compliance with all relevant statutory requirements including food hygiene regulations, COSHH and health and safety.
20. Assist with investigation of service complaints for the CPU and all associated correspondence.
21. Provide cover for the Delivery Driver posts as required.
21. Participate in an emergency out of hours call out rota.

**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	4	5	2	4	1	1	3	3	2	2	3	3