



Job Description		
<u>Title</u> Chargehand	<u>Department</u> Place	<u>Post Ref</u> C&FM
Job Purpose To supervise and provide support to a production team involved in the production of chilled and frozen meals at the Worksop Production Unit.		
Key Responsibilities <ol style="list-style-type: none">1. To co-ordinate the deployment of a team of staff involved in a pre determined area of production of meals, ensuring that meals are available for all customer orders.2. To provide day to day supervision to a production team involved in a specified area of production, cooking, chilling, or cleaning, contributing to an environment where the participation of all staff members are encouraged to enable them to contribute to the work of the team and work to their personal best.3. Monitor and record staff information and assist with personnel tasks as required. Following established systems which are in place for the keeping of accurate records for audit purposes, performance review systems and other processes.4. Contribute towards effective communication with colleagues and supervisors. This involves ordering food, small equipment, protective clothing, maintaining stock levels and records.5. Contribute as necessary to the day to day maintenance of plant & equipment. This includes making equipment available but ensuring production is maintained.6. Completion of all production records involved in the quality control process and in accordance with legislation such and the Food Safety Act and Health & Safety.7. Ensure standards of cleanliness and hygiene standards of all aspects of the production unit are maintained at all times.8. Monitor the well being of all employees, including supported employees taking any action to provide support and making	Key Accountabilities <ol style="list-style-type: none">1. To ensure production plans schedules and targets are achieved in line with agreed processes at all times.2. To deploy staff and resources efficiently, effectively and flexibly.3. Accountable for the accuracy of work undertaken and information provided.4. Accountable for the delivery of any specified training as instructed.5. To carry out Health and Safety tasks and functions associated with Meals at Home production, staff and premises.6. Effective supervision of operations within Departmental Policies, Legislation and practice guidelines	

<p>managers aware of any details of any problems and changes regarding individual employees.</p> <p>9. Conduct and document risk assessments as necessary. This will include taking action to reduce the risk to an acceptable level.</p> <p>10. Provide assistance to other Senior workers responsible for related parts of the service.</p> <p>11. To carry out all duties and responsibilities with a can do attitude.</p>	
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The post holder will perform any duty or task that is appropriate for the role described.

Person Specification

<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. Literacy & numeracy skills sufficient for understanding & making complex recipe calculations 2. Intermediate Food Hygiene certificate. 3. Knowledge of Health & Safety policies and procedures. 4. Appropriate catering qualifications. 5. Observational skills. 	<p><i>Personal Skills and General Competencies</i></p> <ol style="list-style-type: none"> 1. Puts into practice the Council's commitment to excellent customer care. 2. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. 3. Works well with colleagues but also able to work on their own initiative. 4. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration.
<p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Experience of large scale food production including food safety. 2. Experience of working with disabled people including being sensitive to the need for confidentiality 3. Experience in meeting deadlines and targets. 	

<p><i>Role Dimensions</i></p> <ol style="list-style-type: none"> 1. Ensures production targets are met. 2. Supervises a team of up to 12 frontline staff. 3. No responsibility for financial transactions.
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