



EXTERNAL JOB VACANCY

Job Title	Canteen Supervisor		
Job Type	Full - Time		
Hours of Work	37.5 hours a week 7.15 – 16.00 – Mon to Thu - 30 minute unpaid lunch break 7.30 - 12.00 Fri – 15 minute tea break 4 hours float for shopping off site if required Giving contracted hours of 37.5 hrs per week	Salary	Dependant on Qualification / Experience
Reporting Direct To	Production Manager	Dept. Head	
To Apply	Interested parties should submit their covering letter and c.v. to HR Department. Email: GRLhumanresources@laneshealth.com		

Closing Date for Application: Friday 13th December 2024

POSITION OVERVIEW

To ensure Good food and Hygiene standards are adhered to at all times, in order to keep Food Hygiene rating of 5 stars in Audited facilities.
To produce a variety of breakfast and lunch meals for G R Lanes staff and occasional contract workers

MAIN TASKS AND KEY RESPONSIBILITIES

- To adhere to the ‘Safer Food Better Business’ standards.
- Produce weekly menus for viewing
- Produce hot and cold food options daily
- Food preparation & Cooking
- Off site food shopping
- Till work – Handling of money and receipts – book keeping.
- Buffet preparation for Meetings
- General canteen cleaning.
- Knowledge of food storage and food rotation.
- Recording of all temperatures.
- Knowledge of allergies.
- Working various areas of the site as directed by the Production Manager
- Observe and abide by all company rules and procedures as laid down in the Employee Handbook including the Health & Safety at Work Staff Hygiene Handbook.
- Any other duties as is deemed necessary for which you have been trained or have suitable experience or can be trained.

SKILLS / ABILITIES

Competencies:-
 Advantageous - Full car driving licence
 Food and Hygiene certified Level 1 or above

Personal
 Flexible approach to working; focused attitude, resilient and enthusiastic in all areas.

- Resilient and enthusiastic
- Able to work on own initiative
- Able to work as part of a team

