FOODHALL

**JOB DESCRIPTION**

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| **TITLE:**PERISHABLE SUPERVISOR  | **GROUP:** |
| **DEPARTMENT:** | **DIVISION:** |
| **REPORTS TO:**PERISHABLE MANAGER  | **SUPERVISES:**Perishable Clerk |
| **INCUMBENT:**VACANT | **LOCATION:**HEAD OFFICE |

**PURPOSE**

Coordinates the receiving, storage, staging, and distribution of all Perishable goods (includes produce, dairy, and frozen food product). Ensures the management of all relevant food products are in compliance with health and safety standards and other regulations for all perishable goods. Provides support and back up for the Perishable Manager.

## KEY FUNCTIONS

**Management:**

* Establishes with direct reports individual tasks and targets to be achieved within the designated time frames and/or cost/quality parameters.
* Prepares budget for and administers the functions of the unit within approved budget.
* Appraises the extent of task achievement by and the performance and potential supervision of staff under immediate supervision.
* Prepares recommendations for job succession and career development programmes for timely and optimum staffing of the Department/Division.
* Administers other established human resource, financial, legal and corporate management policies and procedures and monitors compliance by staff with these policies and procedures.

**Operational/Technical/Professional:**

* Coordinates the accurate and timely receiving of all perishable food products. Plans and organizes staff and other resources to ensure effective and efficient handling of perishables.
* Executes bin storage areas to maximize capacity, minimize product handling, and ensure product temperature requirements are met.
* Supports the order selection process for all produce and frozen foods, and ensure orders are picked on time, accurately and with quality product.
* Prepares and maintains rosters and schedules for packaging and staging orders. Ensures staff adhere to schedules and rosters.
* Controls and tracks inventory scrap due to spoilage and unmet quality standards.Prepares reports on same and makes recommendations to mitigate risks involved.
* Maintains accurate physical inventory counts on perishable foods and records findings in a timely manner for use by other departments.
* Partners with Procurement Manager to review inventory counts and monthly picking schedule to accurately forecast perishable needs.
* Collaborates with Health and Safety and Quality department to identify risks and remedy safety issues and concerns.
* Updates process flows and creates Standard Operating Procedures (SOP's). Communicates same to staff in the department.
* Oversees the accurate and timely receiving of all perishable food products to effectively manage storage and avoid spoilage.
* Organizes bin storage areas to maximize capacity, minimize product handling, and ensure product temperature requirements are met.
* Maintains procedures and processes that ensure 100% product rotation according to date and quality driven parameters.
* Monitors the order selection process for all produce and frozen foods, and ensure orders are picked on time, accurately and with quality product.
* Partners with the Transportation department to develop and maintain schedule for staging and delivering orders.
* Provides training and information to Operation team members on perishable product procedures including quality checks and products extensions.
* Maintains accurate physical inventory counts on perishable foods, full-cycle inventory management of produce (receiving, product storage, order selection and staging, and distribution).
* Works with the Perishable Manager to establish a sound plan of management and succession that corresponds to the strategy and objectives of the company.
* Executes any other related duties as assigned.

## KEY RELATIONSHIPS

## Internal: Leadership and Management Teams, Sub Committees of the Board, All Departments.

**External:** Suppliers and Contractors, Statutory Authorities, External Consultants.

### **PERSON SPECIFICATION**

**Education**:

* A bachelor’s degree in Food Safety Management, Inventory Management, or a relevant degree from an accredited college/university or any other relevant degree.
* Recognized Food Safety Certification.

Experience

* A minimum of (3) five years of Supervisory experience in a supermarket.
* Experience in multi-temperature distribution environment and managing perishable food inventories. Customer service experience strongly preferred.
* Equipment experience including use of forklift (propane and electric), electric pallet jacks/riders (4ft and 8ft) is required.

**JOB COMPETENCIES:**

**Knowledge/Skills**

**Knowledge of**: Perishable Management, Food Storage Practices and Principles, Perishable Inventory Management, Waste Management. Quality Control practices for perishables

* Leadership
* Communication (oral & written)
* Business acumen
* Planning & Organizing
* Relationship management
* Service Excellence
* Microsoft Office Suite
* Technical and Professional Skills

**KEY ATTRIBUTES:**

* Attention to detail, requires being careful and thorough about details, recognising the impact of decisions
* Results oriented, requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks
* Ability to use applicable information technology and systems to meet work needs
* Ability to analyse and recommend improvements in inventory, collect and interpret information, apply criteria, and make recommendations.

**WORK ENVIRONMENT**

* This job operates in an office, supermarket, and restaurant environment. This role routinely uses standard office equipment and other tools and equipment required to fulfil the requirements of the role.

**PHYSICAL DEMANDS**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
* While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear.
* The employee must occasionally lift or move products and supplies, up to 50 pounds.

**Job Description Review and Acceptance**:

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice. I understand that I am required to work shift, evenings, and weekends.

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| Version No.: | 1.0 | Approved by(General Manager) |  | Date: |
| Developed by (HR Consultant) |  | Approved by (General Manager) |  | Date: |
| Reviewed by (HR Personnel) |  | Approved by (Manager, HR) |  | Date: |
| Effective Date: |  | Approved by (General Manager) |  | Date: |
| Incumbent’s Name [Block letters]: Date Issued: |  | Employee Signature |  | Date:  |