

## Job Description

Job Title	Food Safety and Compliance Officer
Level	9
Service	Facilities Management

### Job Purpose

To manage the nutritional analysis and management information for Education, HFE and other Catering to ensure that South Ayrshire Council remain compliant with the School Health Promotion and Nutrition (Scotland) Act 2007 and Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020 whilst contributing to service objectives and the continuous improvement of quality and service delivery.

Date: 15 March 2022



## Post Responsibilities:

- Lead on menu development ensuring they meet the standards required, identifying deficiencies and undertake 'healthy eating' research/benchmarking, making recommendations to the Business Improvement & Development Manager on changes to recipes, menus food service development and communications accordingly.
- Ensure menus, food labels and associated signage and labelling is accurate and accessible by the area catering teams, including special events and theme days to ensure nutritional standards and legislative requirements are met.
- Responsible for the management of all special dietary requirements, and for the communication of these to the relevant Catering Supervisor / Catering Hub Supervisor (this will potentially change) including organising and co-ordinating product sampling and on-going recipe development
- Responsible for the development and maintenance of vending and breakfast club operations, allied to government guidance and legislative demands.
- Ensure the preparation, extraction, analysis and presentation of reports, information and data from Saffron.
- Create, maintain and develop the interactive online menu.
- Liaise with clients for the provision of advice on menu planning and dietary and allergen information and any service development updates.
- Maintain the Nutrition database in Saffron and the Nutri-logic and Label-logic programmes.
- Develop and deliver REHIS accredited food hygiene training for catering employees, as well as delivering a wide range of in-house training programmes to meet all service objectives.
- Develop and facilitate, in liaison with Facilities Business Improvement & Development Co-ordinator and Partnership organisations, healthy eating/healthy choice programmes and menus including the development of food labelling and effective promotional materials.
- Ensure that safe working practices are adhered to, in accordance with Health and Safety legislation and South Ayrshire Council's Health and Safety Policy, along with ensuring compliance with all statutory requirements in respect of employment, finance, food hygiene, health and safety, COSHH and HACCP.
- Develop and deliver REHIS accredited food hygiene and any other appropriate training, including recipe development and food production allied to best practice for catering employees, as well as delivering a wide range of in-house training programmes to meet all service objectives.
- Develop and facilitate, in liaison with Facilities Business Improvement & Development Co-ordinator and Partnership organisations, healthy eating/healthy choice programmes and menus including the development of food labelling and effective promotional materials.
- Assist in the communication of the School Health Promotion and Nutrition (Scotland) Act 2007 and Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020 to Schools, Parents and Pupils.
- Prepare reports as required by the Business Improvement & Development Co-ordinator on progress, highlighting deficiencies with proposed actions to rectify, and develop presentations to target a wide range of audiences to promote health and nutrition.



- Assist in the development of the marketing and promotional plan for school meals and the development of associated marketing materials.
- Liaise with Education and Homes for the Elderly establishments to organise and offer regular work placement opportunities. Supervise and prioritise the daily activities of those on placement.
- Provide guidance and advice to Procurement and Suppliers/Manufacturers on food specifications and new product development.
- Carry out duties consistent with the post as may be required by the Manager.

## Possession of:

- Advanced REHIS Food Hygiene or equivalent qualification in an appropriate discipline and ability to demonstrate relevant work experience in this field.
- Experience, knowledge and an understanding of nutritional analysis systems.
- Experience in the delivery of specialised training, e.g. Elementary Food Hygiene

## Substantiated ability to:

- Communicate effectively with key stakeholders internally and externally to achieve operational outcomes.
- Work on own initiative and achieve deadlines.
- Prioritise work and deliver results against agreed timescales.
- Demonstrate integrity and uphold values and principles.
- Discuss issues with service users and members of the public in a calm, reasoned manner.
- Meet the standards required under the Values and Behaviours of South Ayrshire Council

## Demonstrable experience of:

- Self-discipline, with the ability to work to strict deadlines.
- The ability to work under pressure of budget and time constraints.
- Report Writing Skills.
- Competent and fluent communication skills, both verbally and in writing.



- Self-motivation, reliability and enthusiasm whilst adapting a positive approach to team work ethics.
- Sound knowledge and awareness of Health and Safety Working practices.
- Good practical skills with a flexible attitude to work with the ability to assess issues quickly, and to apply practical solutions.
- Excellent interpersonal skills.

## Proven Technical Understanding of:

- The statutory obligations and compliances associated with the post.
- Customer care with a strong commitment to providing a high standard of service delivery.
- Literacy and numeracy, with the ability to access computer systems e.g. Oracle Financials (including relevant feeder systems), Discoverer, Business Objects, Microsoft Office Suite and maintain accurate records.

