

Misk Schools Job Description – Food Quality and Procurement Officer

Job Title	Department	Salary Grade
Food Quality and Procurement Officer	Facilities Management (FM)	TBA

1	Reports to
	Catering Services Supervisor

2	Core Purpose
	The core purpose of the Food Quality and Procurement Officer is to Control the quality of food at the school, in line with the Misk Schools’ Health and Wellbeing policy as well as the Well Certificate as well as managing Food procurement and the pantry services at the school.

3	Responsibilities
	<ol style="list-style-type: none"> 1. Apply Wellbeing principles to dietary planning at Misk Schools 2. Promote Misk Schools’ Policy on healthy eating 3. Make sure Well Certificate catering requirements are met 4. Manage waste in line with environmental policy 5. Supervise the activities of contractor staff and arrange caterers for in-house events according to budget 6. Order catering supplies and maintain stock inventories 7. Receive accounts payable from suppliers and forward to Finance for payment 8. Liaise with Catering and Health Supervisor on quality issues 9. Supervise and check the quality of the food preparation at the supplier’s central kitchen 10. Coordinate the provision of high quality, diverse, nutritional food for the school community 11. Provide a high quality and timely service to internal stakeholders based on agreed service standards 12. Implement a policy of continuous improvement and innovate the scope and quality of service delivery standards 13. Conduct all activities within the service standards established by the head of FM 14. Conduct daily activity with reference to Misk Schools policy 15. Embed Misk Schools culture and ethics in all the activities 16. Collaborate with the Catering Services Supervisor to establish and achieve personal performance objectives 17. Maintain the stakeholder as the focus of all activities 18. Work flexibly according to the needs of the organization 19. Take responsibility for the correct ordering/purchasing, usage and maintenance of technical audiovisual equipment, keeping up to date with the latest developments in video software and hardware across platforms and devices 20. Innovate systems and processes to enhance efficiency and effectiveness 21. Undertake additional duties as and when required by the Catering Services Supervisor

Misk Schools Job Description – Food Quality and Procurement Officer

22. Manage time skills with the ability to prioritize tasks to ensure deadlines are met in an environment of conflicting deadlines and interruptions

4 Qualifications

- Bachelor's degree in Food Safety Management or relevant qualification
- HACCP Advanced Certificate
- ISO 22001 Audit Certificate

5 Experience

- Five plus years' experience in Nutrition and Food testing of which at least two years should have been in a supervisory role in a similar organization
- Three plus years' experience in food and beverage purchasing and receiving
- Current certification in safe food handling (to be maintained)

6 Commitment and Abilities

- Ability to communicate clearly in written and spoken English with colleagues and external agencies
- Ability to work sensitively with people from other cultures
- Ability to work independently as well as part of a team
- Strong organizational and time management skills
- Ability to develop and maintain critical relationships internally and externally
- Enthusiasm for working in an environment of positive change and development
- Ability to organize own workload and work to agreed deadlines
- Great attention to detail
- Excellent organizational skills
- Strong critical thinking, analytical and problem-solving skills
- Commitment to professional development
- Proficiency in the use of IT administration purposes and specialized software