



## JOB PROFILE SUMMARY

**Internal Title:** Food Safety & Compliance Manager

**Reports to:** Business Support Manager

**Department:** Catering & Events, Stadium Operations

**Date:** December 2025

### **Risk Management & Operational Safety**

- Identify and assess operational risks across catering sites, kitchens, stores, and service areas.
- Develop and maintain risk registers specific to food handling, allergen management, equipment uses and site operations.
- Conduct regular site audits to ensure compliance with food safety (HACCP), health and safety regulations, hygiene standards, and company policies.
- Partner with operations, culinary, and Health & Safety teams to implement mitigation plans and corrective actions.
- Monitor incident reports, near misses, and operational hazards; lead investigations and implement preventive measures.

### **Compliance & Quality Assurance**

- Ensure all catering operations comply with food safety legislation, environmental health requirements, allergen regulations, and workplace safety laws.
- Maintain and update standard operating procedures (SOPs) for food production, storage, transport, service delivery, cleaning, and waste management.
- Prepare documentation and manage readiness for audits conducted by clients, regulatory bodies, and accreditation agencies.
- Monitor supplier and subcontractor compliance, including food safety certifications and operational standards.

### **Compliance & Monitoring**

- Design, deliver, and monitor training programs for catering and operations staff, including:
  - Food hygiene and safety
  - HACCP and allergen awareness
  - Safe Systems of Work (SSoW), including task-specific procedures, equipment safety, control measures, and method statements
  - Manual handling and equipment operation safety
  - Emergency procedures and incident reporting
  - Compliance with company SOPs
- Ensure all staff are trained and competent in following SSoW documentation, risk assessments, and operational controls.
- Integrate SSoW into new-hire onboarding and ongoing refresher training.
- Track training attendance, certification renewals, and compliance status across all operational teams.
- Adapt training delivery for diverse roles including chefs, service staff, porters, supervisors, and managers.

### **Operational Governance & Continuous Improvement**

- Review operational processes to identify inefficiencies or safety hazards and recommend improvements.
- Lead policy development and updates related to food safety, hygiene, workplace safety, SSoW, and operational compliance.
- Support operations leadership in embedding a culture of safety, accountability, and continuous improvement.
- Provide regular compliance and risk reports to senior management, including audit results, training metrics, and risk trends.