

Food Unit Team Leader

The objective of the Food Unit Team Leader is to provide nourishment to all staff.

Qualifications: ??

Reports To: Service Branch Director

Supervises: Food unit staff

- Arrive at assigned site 1.5 hours prior to start time and check in.
- Receive briefing from Logistics Section Chief.
- Wear proper ID/Vest.
- Review POD Manual.
- Review this Job Action Sheet.
- Learn site surroundings for work stations, offices, lavatories, first aid and break rooms, and understand role.
- Review dispensing site ICS chart.
- Assist in setting up dispensing site operation, if requested.
- Ensure that all supply, equipment and staffing levels are appropriate for your area of responsibility at the beginning and end of each shift and request additional resources as required.
- Brief staff upon arrival and at regular intervals. Briefings include:
 - the communications protocol
 - a facility overview including locations of stations, restrooms, break rooms, emergency exits, etc.
 - specific duty assignments
 - any news or updates on the situation
 - instructions or changes to instructions regarding chain of command, shifts, shift change procedure, schedules, etc
 - the schedule for the next briefing.
- Establishes chain of command and performance expectations:
 - The staff reports to and takes instructions from you.
 - Questions, problems or incidents are reported to you.
 - To ensure consistency in performance and information at the site, the staff does not make decisions on their own other than those listed in the position checklist.

On-Going Actions

- Orient and deploy staff in your area and provide technical support to your team.
- Train or verify training of staff within your team.
- Coordinate with Resource Unit Team Leader food needs for site workers.
- Order meals, snacks and drinks using authorized food services.
- Maintain cleanliness of eating and service areas.
- Ensures that all supply, equipment and staffing levels are appropriate for area at the beginning and end of each shift and requests additional resources as required.
- Maintain a high quality, professional and smooth flow of area.
- Maintain a constant presence in your area of leadership.

Final Actions

- Brief on-coming Team Leader.
- Review and confirm staffing levels for next shift.
- Ensure that all records and reports are turned in to the Service Branch Director.
- Assist with restocking and/or tearing down work stations at the end of shift.
- Participate in debriefing meetings, as required.
- Sign out and turn in all equipment in designated area.