

# Job Description: Chef

Function:	Newcastle United FC Training Ground
Position:	<b>First Team Travel Chef</b>
Immediate manager (N+1 Job title and name):	Performance Chef
Additional reporting line to:	
Position location:	Newcastle United Training Ground

### 1. Purpose of the Job – State concisely the aim of the job.

- To focus on the nutritional needs of the Clubs first team players on match days, ensuring that food provision is carefully tailored to meet the demands of high performing athletes and particularly when travelling to away fixtures.
- Support the Performance Chef to meet the nutritional needs of the players when training and recovery.

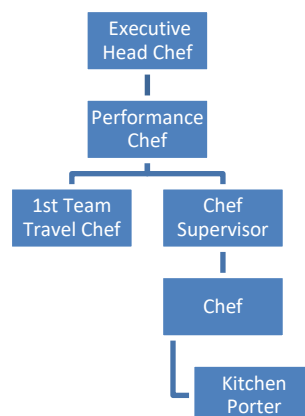
### 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics

- Add point

### 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



### 5. Main assignments – Indicate the main activities / duties to be conducted in the job.

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- Provide food and beverages of the highest nutritional value possible, showing understanding of the nutritional breakdowns.
- Accompany the first team on away trips both domestically and internationally as required
- The ability to tailor individual meals for certain players in order to meet their dietary requirements, allergies or performance needs.
- Planning and creation of new and exciting menus in line with our nutritional philosophy. Dishes must be developed to complement the training demands.
- Seek feedback from players and staff in order to evaluate food services and menus.
- Thorough communication with hotels prior to away matches in order to ensure all the necessary steps have been taken to deliver top class food when on the road. With this said, you may then be required to travel ahead of the 1st Team to opposition hotels to help execute the delivery of the menu to the taste of our squad.
- In conjunction with the catering staff at the St James Park, help ensure quality meals in preparation for and recovery after home matches.
- To ensure the quality of product and standards of hygiene within the Kitchen facilities conform to the criteria set out in the SOP.
- Reporting all defects of equipment, damage to materials and any incidents involving theft to management.
- Preparing orders in accordance with company procedures, verifying accurate delivery against delivery note/ invoice and the original order itself.
- Ensure completion of all necessary stock control documentation in accordance with internal accounting procedures.
- Ensure that accurate fridge and food temperatures are recorded.
- Ensure all protective clothing is worn and personal hygiene and appearance is adhered to.

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Ensure that customer/staff requirements and satisfaction are met throughout their event and good customer relations prevail at all times.
- Seeking always to maintain good relationship with external suppliers and ensuring harmonious inter departmental co-operation within the catering department.
- Contribute towards the preparation and cooking of all food items in the kitchen using set procedures specified by the Performance Chef
- To ensure correct portion control is achieved as instructed.
- Ensure the correct and hygienic handling, processing and storing of all food items is carried out through date stamping/labelling.
- Ensure the food items are rotated using the first in first out method.
- The correct operation and cleaning of equipment with due regard to safety as instructed and in accordance with the manufacturers/ safeguard instructions.
- Maintain a clean, tidy and safe working environment at all times

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

**Essential**

- Hold relevant catering industry qualifications
- Previous Chef experience
- Good communication skills and ability to build rapport with staff and athletes
- Knowledge of performance nutrition
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- Organisation Skills

- Good Administration Skills
- Must be available to work weekends

**Desirable**

- IOSH and Food Safety Level 3 Certificates

**9. Management Approval** – To be completed by document owner

Version		Date	
Document Owner			