

Job Description: Senior Sous Chef

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| Function: | | | Corporate Services | | | | |
| Job: | | | Canon Europe Senior Sous Chef | | | | |
| Position: | | | Senior Sous Chef | | | | |
| Job holder: | | |  | | | | |
| Date (in job since): | | | April 2025 | | | | |
|  | | | Salaried contract 40hr per week | | | | |
| Immediate manager  (N+1 Job title and name): | | | Jamie Parker (Executive Chef) | | | | |
| Additional reporting line to: | | | Lisa Fuller (GSM) | | | | |
| Location | | | Canon Europe, 4 Roundwood Ave, Stockley Park, Uxbridge UB11 1AF | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | |
| To ensure the prompt and efficient preparation and service of all meals and events to the company’s standard and to the client’s satisfaction and maintaining the cleanliness and hygiene of the Unit to the required standard in the Service Level Agreement. Assist with overall management of the restaurant service and food production and the Kitchen team. Cover in absence of Executive Chef | | | | | | | |
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| 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. | | | | | | | |
| Site Population  700 - 800 | | Lunch Covers  400 - 450 | | Catering Team 15 | Kitchen Team 5 |  | |
|  | * Relationship Management * Resilience * Impact and Influence * Working with others * Planning and Organisation * Results Orientation * Corporate awareness * Analysis and decision making * Continuous improvement | | | | | | |

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| *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.* |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Meet the demands of customers by providing catering services within the agreed SLA and contract agreement * Manage the quality and hygiene of the food cycle from preparation through to service delivery * Actively enforce relevant statutory, company and site H&S compliance together with the monitoring of related equipment * Motivate and lead catering employees to perform their roles to a high standard and in alignment to Sodexo policies and procedures * Actively collaborating with the Manager and Exec Chef to seek out and identify opportunities for business growth within the contract and external market * Assisting with ordering of supplies, stock control and management of supplies to achieve budget targets * Assisting with hospitality events and special functions |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Preparation of all food across each section of the kitchen & operations, as directed by the Exec chef. This includes Costa Café, Restaurant and Hospitality and special events * To assist in the presentation & service at mealtimes whilst ensuring all food hygrine processes are followed & recorded per Sodexo policies and due diligences. * To cover kitchen operations in Exec chef absence and assist all subordinates to ensure smooth running of the operation * To assist and supervise the team in general cleaning duties of all food prep areas including pot / plate wash areas, fridges, and floors and ensure cleaning records are completed * To assist with the ordering of food supplies, following Sodexo purchasing procedures and the management of stock and supplies * Assist in the management of inhouse food waste controls (Lean path) achieving targets set by Exec chef/Catering manager * To assist Exec Chef with the menu planning system (Drive) and achieve the menu planning deadlines * To carry our daily pre and post service briefings with the kitchen and front of house teams * To ensure all allergen records are completed daily * To ensure all temperature control records are completed daily * To check all food storage, labelling and date daily * To assist with the planning of special events and theme menus * To assist and oversee the running of restaurant breakfast and lunch services * To report any incidents or accidents, fire, theft, loss, damage, unfit food or any other such irregularity to the Manager immediately. * To adhere to all company statutory regulations pertaining to safe and hygienic working practices in the kitchen and all other catering areas. As well as following out HSE procedures with Safety walks / Near misses and environmental controls. * To attend any training courses and meetings as requested by the Manager. * To report any customer or client comments or complaints to the Exec chef & Catering Manager. |

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| 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. |
| * To organise the preparation and presentation of all meals service (participating as necessary) at the required time, being provided to the standard laid down in the **Service Level Agreement** and to the Client's, Customer's and Sodexo’s satisfaction. * To carry out a daily service briefing and perform activities detailed in the service offer manual under **Key Performance Indicators** to the frequency and level required. * To implement and maintain the **Statutory and Company standards** of hygiene, health and safety and take any action as is necessary. |
| * 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Proven experience in managing sections of a professional kitchen * Industry acumen and knowledge of external catering developments & innovations * Experienced in adhering to and driving company initiatives * Personal innovation and passion for food * Demonstrative customer focus and service skills * Strong communication skills * Experience working in a standards /compliance environment * Relevant qualification, training and experience |

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| 9. Management Approval – To be completed by document owner |
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Growth, Client and Customer Satisfaction/ Quality of Services Provided * Passion and experienced in new trends * Employee Engagement * Understanding Brand Notoriety * Commercial Awareness * Learning and Development * Innovation and Change * Resilience * Organized and Collaborative |
| 1 Lisa Fuller 01/04/2025 |