



## Job Description

Function:	Heritage Portfolio
Position:	<b>Head Chef – Production</b>
Job Holder:	
Start Date:	
Immediate Manager:	Gavin King
Additional Reporting Line:	
Position Location:	North Fort Street, Edinburgh

### 1. Purpose of the Job

1	To manage Heritage Portfolio's Kitchen brigade based in the central production unit. Rota management, production planning and training.
2	Manage daily-weekly-monthly production in an efficient and safe way in line with company policy and procedures.
3	To ensure all culinary offerings are produced and served to the highest standard and to company specification set.
4	Assist in the innovation and lead on implementation of the development strategy to ensure that Heritage Portfolio maintains its position as the leader in the market.
5	To maintain the cleanliness and hygiene of the CPU to the required standard
6	Assist in the Management and cost control of the CPU and event delivery costs with particular emphasis on purchasing and labour costs to achieve annual budget
7	Coach/mentor unit chefs to improve and innovate offers and standards.
8	Work with the Heritage Portfolio values and ethos to ensure a positive culture is apparent through all culinary teams.

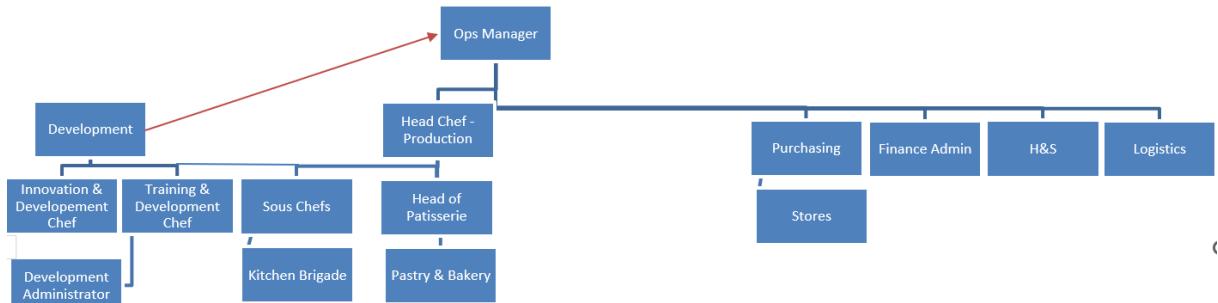
### 2. Dimensions

Revenue: FY		EBIT growth	tbc	Growth Type	N/A	Outsourcing Rate	N/A	Region Workforce	
		EBIT margin	tbc			Outsourcing Growth Rate			
		Net income growth	tbc			Outsourcing Growth Rate			

		Cash Conversion	tbc					
Characteristics		Financial						



### 3. Organisation Chart



### 4. Context and Main Issues

- 1 Delivery of a consistent level of service, within the Company's standards, to contract specifications, service offer and agreed performance, qualitative and financial targets.
- 2 Compliance to company and statutory regulations relating to "SEMS "(safe systems of work, health & safety, hygiene, cleanliness, Fire, COSHH.)
- 3 Stock allocation and cost control per event / venue
- 4 Oversee and manage all food production activities in the kitchen.
- 5 Ensuring high food quality is maintained to the agreed specification
- 6 Collaboration within menu development
- 7 To ensure that budgets/targets are achieved

### 5. Main Assignments

- 1 Ensure that all costs and expenditure are within the budgeted levels. Control all costs such as labour, expenses, cash purchases as agreed with your line manager.
- 2 Lead the team to ensure the prompt and efficient preparation, production and service of all meals and breaks at the required time, being provided to the standard of the food service offer as laid down in the individual Service Level Agreements and to our Client, Customer and Heritage Portfolio/Sodexo's satisfaction.
- 3 To ensure that all food is prepared with due care and attention, particularly regarding customers' special dietary requirements including Allergen information production and recording per event.
- 4 Control staff rota and division of staff based on business levels, using Human Force staff management tool. Ensuring efficient production.
- 5 Monitor waste through Leanpath ensuring that it is kept to a minimum and action plans are put in place as necessary.
- 6 Ensure all staff are trained in the use of equipment as required.
- 7 Ensure that the Company's standards of cleanliness are achieved and maintained in all areas in conjunction with the cleaning schedules and ensure they are signed-off to ensure

	compliance by department manager.
8	Comply with all Company & client policies, procedures and statutory regulations including Human Resources, site rules, Health & Safety, safe working practices, hygiene, cleanliness, fire and COSH. This will include your awareness of any specific hazards in your workplace.
9	Participate in any necessary training and team meetings as required to complete job responsibilities.
10	Work as a team to promote harmonious working relationships within the Heritage Portfolio/Sodexo team.
11	Report immediately any Near Miss incidents or accidents, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate.

## 6. Accountabilities

1	Working within agreed cost parameters
2	Ensure production targets are met
3	Food consistency policing
4	Client/customer satisfaction
5	Comply with company and statutory regulations.

## 7. Person Specification

### Essential

1	Previous relevant experience operating large kitchen operations.
2	Previous track record of delivering small and large-scale events to the highest and most innovative standards.
3	Ability to demonstrate a track record of consistently delivering consistent food quality.
4	IOSH Managing Safely
5	CIEH Level 3
6	Excellent organisational skills to ensure the smooth running of the kitchen.
7	Solid financial acumen to ensure budgets are adhered to.
8	In-depth knowledge of all sections within a kitchen to manage efficiencies within all kitchen operations.
9	Strong leadership skills to effectively manage and motivate a large kitchen team.
10	Exquisite culinary skills to create exceptional food for our customers

### Desirable

1	Experience of working with food management tools
2	Experience of developing and integrating food policies and procedures
3	Experience of managing P&L's and driving a performance driven culture



## 8. Competencies

Growth, Client & Customer Satisfaction / Quality of Services		
• provided	Commercial Awareness	
	Leadership, people management and Employee Engagement	
• Rigorous management of results		
• Brand Notoriety	Innovation and Change	