



Job Description: Sodexo Live!

Function:	Sodexo Live!
Position:	Sous Chef
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Executive Head Chef
Additional reporting line to:	General Manager
Position location:	Millwall Football Club

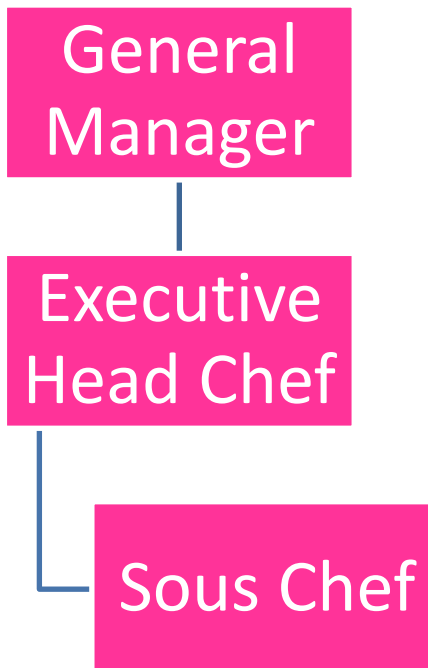
1. Purpose of the Job – State concisely the aim of the job.

- Creating and producing a wide range of menu items supporting the fine dining and events business.
- Match days and non-match days will be required
- To plan, execute and monitor exceptional Food Safety and Health and Safety standards in event business.
- To demonstrate a willingness to innovate our food service offers where possible
- To ensure timely and efficient preparation and service of all food offers to Sodexo and the client's satisfaction
- To work with others with food production and communicate expectations to all casual and lower level chefs

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.

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3. Organization chart – Indicate schematically the position of the job within the organization. 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.



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.

- Menu development of menu items in all areas
- Assisting the Head Chef in Weekly ordering and stock control
- Time management during peak season (Football season – Aug to May & Christmas)
- Management of client's expectations
- Maintaining control of kitchen staff

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

As Sous Chef –you will be responsible for:

- Preparation and creation of all items within the operation
- Ensuring the kitchen areas are clean and tidy
- Health and safety regulations, ensuring they are always followed
- Delivering a world class customer experience to our customers and staff
- Assisting in all areas of the kitchen for breakfast, lunch and hospitality
- Assisting the Head Chef with paperwork including stock ordering
- Menu planning
- Menu costings

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 develop and deliver projects set by senior teams in the agreed timescale in conjunction with the Production Head Chef
- To ensure all food production is of the highest standard and falls into line with Sodexo safety policies
- To fulfil an active role within the wider events team – contribute to team activities, discussions and decisions to grow and improve the events business
- To articulate the service offers for each event, - the food element, the equipment, the flow and the customer experience

- To be constantly looking for ways to further enhance the way we in which we work from a production point of view



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

- Demonstrate experience in fresh cooking operations
- A passionate interest in the catering industry – knowledge of current trends, well read, eats out of interesting restaurants on a regular basis, talks about and gets excited about food.
- A competent communicator and ability to present to colleagues, peers and clients
- Evidence of being organised and possess excellent planning skills
- A level 2 food hygiene qualification
- Proven ability to manage and lead a team of chefs
- Expected to work all match days

Desirable

- Supervising Food Safety Level 3 qualification
- IOSH managing safely or similar qualification
- Experience in the delivery of food operations
- Production kitchen knowledge and/or experience
- Experience of working with clients in a contract catering environment
- Staff training experience or qualification

8. Management Approval – To be completed by document owner

Version	1	Date	
Document Owner			

9. Employee Approval – To be completed by employee

Employee Name		Date	
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