

Job Description: Sodexo Live!

Function:	SLT Aviation
Position:	Executive Chef - UK Aviation
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Leanne Findley - Account Director – Aviation UK Airports
Additional reporting line to:	
Position location:	UK Airports

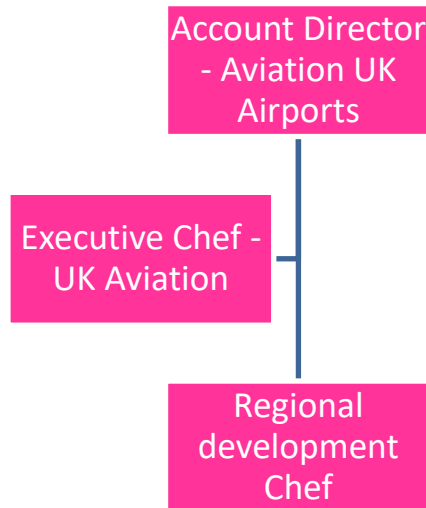
1. Purpose of the Job – State concisely the aim of the job.

- Work with the account management team for developing menus and concepts for airline clients
- Assist Head chefs within house menu development and costing of these dishes
- Assist Lounge managers with training of new chefs, new menu role out training, on-going spot checks of food vs. specs and food hygiene checks.
- Complete all specifications and costing for all lounges and tender documents.
- Work with the Global team on tender presentations to Airlines.
- Ensure compliance to Sodexo Live! H&S and Food Safety Policy, in a proactive way
- Support and develop SOP menu production for insertion in the lounge SOP full manual
- Support FLOW training modules with culinary information and training
- Work with product and customer service teams to develop on-going culinary vision
- Innovation approach to the evolution of the lounges offer

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 FY25:	EBIT growth:	tbc	Growth type: n/a	Outsourcing rate:	n/a	Region Workforce	tbc
	EBIT margin:	tbc					
	Net income growth :	tbc		Outsourcing growth rate:	n/a	HR in Region	Katie Pollington
	Cash conversion:	tbc					

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.

- **Supplier / Product issues:** Executive Chef will work with suppliers to deliver to specified products. Executive Chef will work with Chef Teams and suppliers to develop and enhance products where applicable. Executive Chef will communicate with supply solutions when there are product issues that unit managers/head chefs cannot resolve working with procurement contact to resolve or find new solution.
- **Food Cost increase:** Executive Chef will continually look at the recipe cost of key dishes within accounts to ensure we are costs efficient.
- **Unit Compliance to HACCP:** Make sure units are completing kitchen-based paperwork correctly and that sites are complying with company and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness and COSHH.
- **Environment:** Working within a demanding environment that operates 24/7 with a high 5* food and service standard

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

- To support food activities within Sodexo Live! lounges at UK Airports
- That all F&B products are delivered to the specifications in presentation, size, look at all times using the facilities made available
- Support, coach and mentor lounge chef team to encourage and support both personal management and professional development.
- Visit sites to conduct spot checks of food vs. agreed specification.
- Visit sites to meet client and review menu and consistency of food vs. agreed specification.
- Visit sites to train in new menus or changes to specifications.
- Visit sites to ensure units are complying with current company and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness and COSHH.
- Support and help build and update lounge food specification books for new menus and any when any changes happen.
- Document photos of all new dishes and ensure pictures are in specification books and sent out to managers to ensure they are printed and displayed in the kitchen.
- Assist head chefs (lounge chefs) with menu change presentation to clients and build tasting sheets for these sessions.
- Assist head chefs to talk clients through new dishes and guiding clients to a final decision and final menu.
- Assist head chefs sourcing new products and listing these for use in the lounges.
- Attend client meetings and take ownership of action areas.

Innovation and Change

- Continuous professional development in industry/specialism
- Continuously seek ways to enhance quality through innovation and cost efficiency by monitoring performance against existing standards
- Monitor competitors business and development, seek to lead in the industry
- Consider all feedback from client, customer to colleagues and ascertain if positive change can be made
- Continually review our offer and its standing in the wider competitor market
- Focus on our guest service with a proactive service culture built on consistency, innovation, inspirational and personalised delivery.

Brand Notoriety

- Promote Sodexo Live! as the preferred employer, internally and externally, adhering to the Sodexo Live! recruitment policies and raise the profile of Sodexo Live! in local communities, building relationships with key stakeholders
- Promote the health and well-being of employees
- Live the Sodexo Live! values and promote brand standards as an ambassador
- Drive all aspects of service excellence across the business area including brand integrity, quality, compliance, Sodexo Live! corporate social responsibility and service standards.

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.

- Food and beverage related ownership from procurement to the plate
- Meet agreed cost targets
- Client relationship management
- Comply with company and statutory regulations in all areas
- Passenger satisfaction targets
- Health and Safety: Comply with company standards

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

- Multiethnic food knowledge
- IOSH Managing Safely
- CIEH Level 3
- High Level Excel Skills for menu costing and menu cost analysis
- Client relationship skills
- Food / recipe development knowledge
- Food photography knowledge
- Organisational and workforce planning Skills.
- Financial awareness and understanding
- Calm and patient under pressure
- Able to work within a very busy lounge and stressful environment
- Fine Dining experience
- Overall, a passion for food

8. Management Approval – To be completed by document owner

Version	1	Date	11/4/25
Document Owner			

9. Employee Approval – To be completed by employee

Employee Name		Date	
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