

# JOB DESCRIPTION

Position Title	Head Chef	Department	Operations
Generic Job Title	Head Chef	Segment	Independents by Sodexo
Team Band	K2	Location	Edinburgh
Reports to	Catering Manager	Office / Unit name	The Edinburgh Academy

## ORGANISATION STRUCTURE

The Head Chef role focuses on food production and kitchen management with responsibility for the multiple dining rooms/outlets and some hospitality.

Department: **Catering**

Responsible to: Catering Manager

Responsible for (staff): Line manager for Chefs and day to day responsibility for GCAs, KP and Pot Wash

## Job Purpose

- To work closely with the Catering Manager at The Edinburgh Academy Senior school to ensure that food standards across the school are of a consistently high standard of quality and presentation; ensuring that the Independents by Sodexo Fresh Food from Scratch Strategy is rolled out, and that the school is complying with all food policies and legislation
- To train and develop chefs to ensure that they can perform to the required capability level and can meet and maintain (at all times) company standards, compliance & policies in all areas of food health, safety and quality.
- To ensure you act within the agreed specification and to the agreed performance, qualitative and financial targets and to take responsibility to ensure the unit can deliver the targets that have been set in place
- The Head Chef is responsible for the successful production and delivery of healthy, balanced food to pupils, staff and visitors at all services, within pre- determined budgetary levels.

## Accountabilities or “what you have to do”

- To support the management and direction of the catering team within the kitchen, to ensure that they fully comply with all aspects of their role and that they are meeting the relevant KPI's, and where they are not meeting expectations a development and/or action plan is instigated and followed through in line with the Capability Policy and Guidelines

- Develop the craft skills of the kitchen team where appropriate through training, coaching and mentoring.
- Ensure that all sites are complying with company standards in relation to food standards & offer implementation (ie, ROL, Marketing, Purchasing compliance)
- To carry out performance management activities such as capability, disciplinary or counselling as required
- Assist in the management of stock levels, ordering and stock rotation (through use of Management Information System)
- To actively take part in the training and development of new members of the Catering Department to required standard.
- In the absence of the Catering Manager to be the primary point of contact for the kitchen team and to be responsible for all matters relating to their welfare, motivation, achievement of best practice and development.
- To complete as instructed and trained in the correct and safe operation of all kitchen equipment and chemicals.
- To undertake food production in line with legal requirements and in relation to HACCP.
- To assist in keeping records including numbers fed/temperature controls/waste and all other food and health and safety documents required by law.
- To be a part of an effective communication strategy across the catering department.
- To take part in pre-service briefings and present new ideas to the Catering Manager prior to launch.
- To take part in Food Rep Meetings with Catering Manager to obtain views and dish requests from pupil year group representatives
- To be a hands on active chef, cooking for all scheduled meal times.
- To be responsible to production of weekly menus that include a variety of fresh and seasonal dishes (including vegetarian and dietary alternatives) for the house or dining room concerned.
- To assist in keeping a record of all kitchen (not plate) wastage.
- To produce as many dishes as possible from fresh ingredients, only using frozen or pre-prepared as a secondary back-up alternative rather than first choice option and within the defined target.
- In the absence of the Catering Manager to take responsibility for the kitchen team, maintaining this efficiently and effectively, understanding pupil and customer requirements and working to exceed these wherever possible.
- To assist with development and motivation of the team. Promote efficiency, budget awareness, School standards and commitment to simple, modern, fresh cooked food.
- To demonstrate a positive working style with an enthusiastic, committed and flexible attitude. Promote the importance and benefits of effective team working.
- To assist with supervision of employees in compliance with Health & Safety Policy within the kitchen team, championing 'best practice' and providing assistance and advice where required.
- To ensure the kitchen delivers the required level of service and food at all times.
- To ensure School policies relating to allergens and dietary requirements, are being followed.
- To instruct staff, where appropriate, in the correct use of cleaning schedules to ensure that the kitchen, dining room and ancillary areas are kept spotlessly clean.
- To test recipes, when requested, in relation to dietary needs.
- To follow inspection process for opening and closure of production and service areas.
- To follow the guidelines for the waste management system.
- To notify the Catering Manager if there are signs of pests or health and safety issues.
- To complete systems and procedures in all food production and storage areas and under instruction from the Catering Manager to monitor, maintain and improve upon the standards of the food served.
- To act upon feedback gathered from pupils and staff to ensure continual development of the food offer.
- To assist the Catering Manager to introduce new service innovations on a regular basis including special days, eg. National Food Days, House tasting events, etc.

- To ensure that all members of the kitchen team are aware of their duties throughout the day, especially during service periods and that both the FoH and kitchen team work very closely together during these periods to ensure that they run as smoothly as possible.
- To be responsible for all legislative requirements including health, safety, fire and hygiene legislation in the kitchen and BoH areas as instructed by the Catering Manager.
- To ensure the kitchen and FoH areas are kept clean throughout the day and thoroughly cleaned after each service.
- 
- To carry out appraisals of chefs as required following current support staff procedure
- To attend an annual EPA with your Line Manager and to agree and take ownership of your training and development needs.
- Support of new working practices and technology being introduced into the contract
- To personally comply with all Company & Client policies, site rules and statutory regulations relating to Health & Safety, safe working practices, allergens, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place and training of staff.
- Ensure the standards across the site(s) are in accordance with the Service Level Agreements and Key Performance Indicators specified in the service contract
- Actively seek and identify opportunities for business growth both within the contract and the external market.
- Maximise profitable sales in all cash taking units through the introduction and maintenance of food service brands to the standard required by the Company.
- Comply with any reasonable instruction from your line manager within the agreed deadline
- Ensure that all Sodexo employees project a positive, approachable, friendly and professional image, and where this is not the case, provide feedback to the Account Manager
- To take ownership of your training and development needs and review your performance and objectives frequently with your line manager
- Attend Company Training Courses and District / Divisional / Segment Meetings as requested and provide updates on initiatives and progress

## Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- Best practice is shared within the school with a view to achieving consistency of offer & service delivery amongst the business and this can be demonstrated to your line manager.
- Deliver a consistent level of service, within the Company's standards, to the contract specification and agreed performance, qualitative and financial targets
- To be agreed with Line Manager and attached, if appropriate, for particular location K.P.I's to be monitored as part of performance review and appraisal process.

## Dimensions

<b>Financial</b>	Role has a direct contribution to all financial targets within the division and client budgets should be acknowledged
<b>Staff</b>	Supports the development of chefs and provides feedback to their respective manager
<b>Other</b>	Key relationships include Operations, Sales, Finance, HR, Marketing & Purchasing

## Skills, Knowledge and Experience

### Essential

- Proven experience in managing and leading a catering team
- Industry acumen and knowledge of catering developments & innovations

- financial understanding and demonstrable in understanding budgets
- Proven ability communicating at different levels
- Strong communication skills
- Experience working in a standards /compliance environment
- Relevant qualification and training
- IT literate

#### Desirable

- Gold Standard Education Segment Experience
- Negotiation skills
- Trainer / Coaching skills qualification
- Ability to coach & mentor on a one to one basis

### Contextual or other information

- This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals. The post holder will always be required to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the business

### Child Protection and Safeguarding Children Policy Statement

Sodexo is committed to safeguarding and promoting the welfare of children and young persons within the environments in which it provides services, and applicants, employees and casual workers must be willing to undergo child protection screening applicable to the post, including checks with past employers, overseas where required, and the Disclosure and Barring Service.

It is the staff member's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact. They will always adhere to and ensure compliance with Sodexo's Child Protection (Safeguarding) Policies.

If in the course of carrying out the duties or the role, the employee or casual worker becomes aware of any actual or potential risk to the safety or welfare of children or young persons in the establishment within which they are working, they must report these concerns to their line manager, Account Director, HR Department or Designated Officer immediately.

Version	1	Date	29/06/2021
Document owner	David Nimmo		