



HERITAGE  
PORTFOLIO



BY APPOINTMENT TO  
HER MAJESTY THE QUEEN  
SUPPLIER OF CATERING SERVICES  
HERITAGE PORTFOLIO LTD  
EDINBURGH

Function:	Heritage Portfolio
Position:	<b>Executive Head Chef, Royal Botanic Gardens, Edinburgh</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Operations, RBGE
Additional reporting line to:	Executive Development Chef, Sodexo Live & Heritage Portfolio
Position location:	Royal Botanic Gardens

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

- To manage the food production and delivery at the Royal Botanic Gardens, including all kitchens, delivery yard and logistics of site deliveries
- To ensure prompt and efficient production/ preparation and service of meals to the Company and Client's satisfaction for all retail outlets and events that are located at RBGE
- Lead the innovation and development strategy at RBGE in conjunction with the Head of Operations.
- To maintain the cleanliness and hygiene of all kitchens at RBGE to the required standard
- Manage and control all the RBGE retail and event delivery costs with particular emphasis on purchasing and labour costs to achieve annual budget
- Coach/mentor chefs to improve and innovate offers and standards
- Client interaction at tastings and food development
- Work with the Heritage Portfolio values and ethos to ensure a positive culture is apparent through all culinary teams
- Work with the wider Sodexo Live culinary teams to offer support, engage with wider company initiatives and strategic planning
- Act as a culinary ambassador for Heritage Portfolio

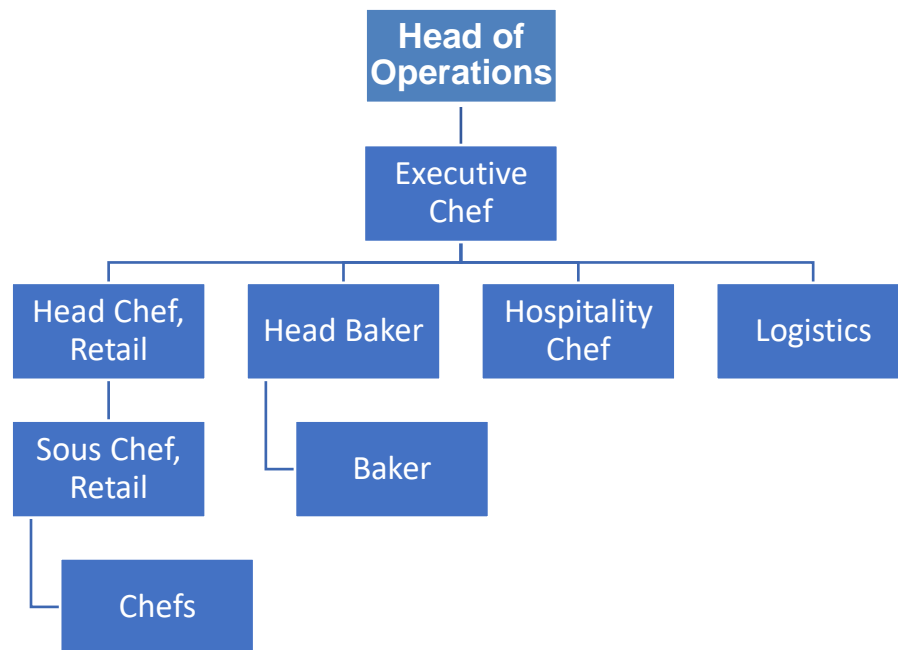
### 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY21:	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	n/a
	EBIT margin:	%						
	Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	
	Cash conversion:	tbc						
Characteristics								

**3. 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.

- Delivery of a consistent level of service, within the Company's standards, to contract specifications, service offer and agreed performance, qualitative and financial targets.
- Compliance to company and statutory regulations relating to “SEMS” safe systems of work, health & safety, hygiene, cleanliness, Fire, COSHH. Purchasing at North Fort Street and all satellite Event kitchens that we work in.
- Continual innovation is demonstrated with regards to menu and offer development
- Training and development of the team is given a focus for performance, engagement and retention
- Green Safeguard audit scores are achieved in all RBGE kitchens that we work in.

**4. 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.



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

- Ensure an accurate weekly accounting process with the commercial team that allows a review of budget, forecast and actuals in real time
- 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.
- 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.
- To ensure that all food is prepared with due care and attention, particularly in regard to customers' special dietary requirements including Allergen information production and recording per event
- Control staff rota and division of staff based on the days menu production to ensure efficient utilisation of staff
- Monitor waste, ensuring that it is kept to a minimum and action plans are put in place as necessary.
- Ensure all staff are trained in the use of equipment as required.
- Manage the ordering process for the site.
- 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.
- Comply with all Company & client policies, procedures and statutory regulations including Human Resources, site rules, Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place
- Participate in any necessary training and team meetings as required to complete job responsibilities
- Work as a team to promote harmonious working relationships within the Heritage Portfolio/Sodexo team

- 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
- Carry out other reasonable tasks as directed by management

**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.

- Working within agreed cost centres
- Client/customer satisfaction
- Comply with company and statutory regulations
- Develop a good understanding of the site's requirements

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

- Previous relevant experience operating multiple kitchens
- Previous track record of delivering small and large-scale events to the highest and most innovative standards
- Ability to demonstrate a track record of consistently delivering commercial targets
- IOSH Managing Safely
- CIEH Level 3

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

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

**9. Management Approval** – To be completed by document owner

Version		Date	
Document Owner			

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
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