Job Description: Executive Head Chef

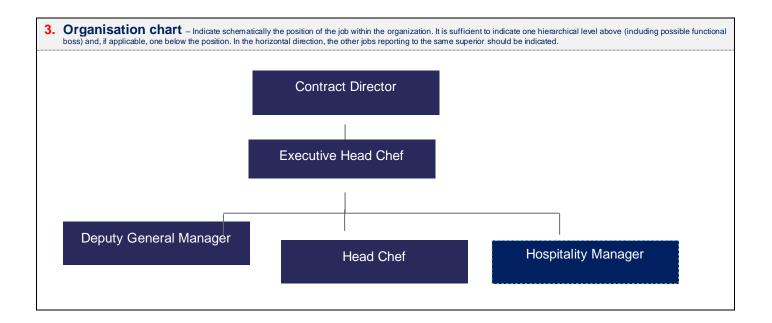


| Function: | Schools – Independent and Private | | |
|--|-----------------------------------|--|--|
| Job: | Executive Head Chef | | |
| Position: | Executive Head Chef Sevenoaks | | |
| Job holder: | TBC | | |
| Date (in job since): | | | |
| Immediate manager (N+1 Job title and name): | Richard Hall, Contract Director | | |
| Additional reporting line to: | Natalie Davies | | |
| Position location: | Sevenoaks School, Sevenoaks, Kent | | |

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

- To be the very visual and approachable culinary figurehead at Sevenoaks School
- To be responsible for the timely and efficient preparation of all core feeding, retail, hospitality and commercial requirements within all catering areas and venues within the School
- To ensure all food production meets both Sodexo's standards and the client expectation of delivering the very best food and service in the independent school sector
- To be a real foodie and inspire others around you to get excited about food and culinary creativity this may be the chef team, the front of house team or School students whom we feed and run lessons for along with the commercial mind to support the team at Sevenoaks
- To champion Food Safety and Health and Safety across the business
- To inspire the client team, colleagues, clients and visitors
- To be a Sodexo ambassador by promoting Sodexo and the value it brings to Sevenoaks, allowing the client to
 focus on their core business of providing education. It is our role to support the environment students live and
 work in to do the very best academically whilst at Sevenoaks
- To be financially aware seek out commercial value in purchasing, give value for money within budget parameters and challenge cost and revenue generating opportunities to achieve improved performance
- To Inspire, train and develop kitchen brigades that believe in themselves and are examples of internal promotion through hard work and commitment

| Revenue £4m | - Point out the main figures / indicate EBIT growth: | 6.5 % | ome insignt on t | ······ | Outsourcing rate: | n/a | Region Workforce | tbc |
|---|---|----------|------------------|--------|--------------------------|-----|------------------|-----|
| | EBIT margin: | tbc | Growth | | | | | |
| | Net income growth: | 10 % | type: | | Outsourcing growth rate: | n/a | HR in Region | tbc |
| | Cash conversion: | tbc | | | | | | |
| Sevenoaks currently has 1200 students and 500 staff | | | | | | | | |
| Characteristics | Sevenoaks has Core Catering, Hospitality, Retail, Commercial Business | | | | | | | |



- **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.
 - Management of Team day to day engagement and inspiration and longer term training and development
 - Delivering food standards in multiple venues in both large (student dining) and small numbers (for fine dining). Innovation and providing Best in Class is key.
 - Effective financial control of client food and labour budgets
 - Exceptional execution of all food hygiene and health and safety systems
 - Recognising and adapting our offers to differing customer groups students, parents, prospective students and families, academic staff, support staff, senior management, visitors and commercial let customers
 - Developing a group culture and utilizing skills and sharing best practices across all Sevenoaks venues and kitchens

- 5. Main assignments Indicate the main activities / duties to be conducted in the job.
 - Coordinate and direct all culinary activities in D Block and other locations
 - Manage and control the services to the agreed specification and to the agreed performance, qualitative and financial targets.
 - Manage a team to increase the Client and Sodexo's revenue opportunities i.e. commercial opportunities, labour efficiency and generate the GOP within retail and commercial operations.
 - Supply Chain Management ensure value for money is achieved through robust management of purchasing.
 - Nurture client relationships in order to stabilise & develop them for long term partnerships
 - Recruit, induct and develop talented employees within the kitchens and manage poor performance.
 - Identify opportunities for organic growth and new business.

- Exceptional management of Food Hygiene, Health, Safety and Environmental Legislation using the Sodexo Safety Management System.
- Responsible for driving Continuous Improvement and innovation to realise the expectations of the Catering Director
- Strategic and technical support professional advice to customers, peers and the team.
- Ensure planning, costing and implementation of all menus on the Drive planning tool ensuring all menus are balanced, provide variety and seasonality, exhibit innovation and current trends and are financially robust.
- To control the kitchen rota and labour budget ensuring personnel are scheduled against business needs in a cost effective manner.
- To exhibit the values of both Sodexo and Sevenoaks.
- To establish and maintain productive working relationships with individuals at all levels within the School and Sodexo.
- To interview, recruit, induct, and manage staff according to the needs of the site and within the procedures laid down by the company and/or School. To have special regard to the welfare of your team and to organise regular and effective staff huddles, keeping minutes at all times
- To engage with key client groups "Walk the Floor" during service periods and engage and interact with clients, colleagues, and any visitors. Attend pupil food committee meetings each half term and Student Liaison meetings each week
- To be an active (site based) member of the Chef Development team for Independents by Sodexo by contributing dishes and recipes, attending meetings, assisting with projects and tender presentations.
- To represent Sodexo and/or Sevenoaks at industry events.
- 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.
 - High levels of satisfaction and feedback from the client groups Students, Parents, Visitors, School Staff, Lets Business and Commercial Events organisers.
 - Consumption costs and budgetary controls are on target or better
 - High levels of staff engagement and morale
 - · Regular introduction of innovation and sustainability that excite both clients and staff

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

Essential

- NVQ level 3 Food Production certificate or equivalent
- Advanced Food Safety or Health and Safety qualification
- Strong level of literacy and numeracy
- Experienced Senior Chef who has operated in a busy, client facing environment, with commercial food knowledge
- Good communication and interpersonal skills and the ability to be an effective team player
- Flexible, with the ability to work under pressure and across a range of shifts and service times
- Direct management experience of chefs / kitchen brigade
- Clear, strong and effective leadership style
- Strong ability to increase individuals' effectiveness through leadership, motivation, communication, coaching and training
- Excellent time management and organisational skills
- Ability to set and maintain standards

- PC Literate
- Ability to review problems analytically, develop opportunities and implement innovative solutions / approaches

| 8. | Competencies | Indicate which | of the Sodexo | core competencie | s and any profess | sional competencies | s 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 | | | |

 $\textbf{9. Management Approval} - \mathsf{To} \ \mathsf{be} \ \mathsf{completed} \ \mathsf{by} \ \mathsf{document} \ \mathsf{owner}$

| Version | 1 | Date | 28/08/24 |
|----------------|-------------------------------|------|----------|
| Document Owner | Richard Hall / Natalie Davies | | |