

Job Description:   
Chef

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| Function: | | | | Facilities Management | | | | | | | | |
| Job: | | | | Catering Team | | | | | | | | |
| Position: | | | | Chef | | | | | | | | |
| Job holder: | | | | TBC | | | | | | | | |
| Date (in job since): | | | | N/A | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Chef Supervisor – Stephen Bell | | | | | | | | |
| Additional reporting line to: | | | | Soft Services Manager (Currently Vacant Position) | | | | | | | | |
| Position location: | | | | HMP Northumberland | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| To instruct kitchen prisoners in the preparation of meals in accordance with approved recipes and menus.  To supervise kitchen prisoners in the clean-up activity to maintain high standards of sanitation, safety, health standards and security.  Carry out searches of prisoners and goods received.  Control knives and tools using the kitchen security procedure. (Full training given) | | | | | | | | | | | | |
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| 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 FY13: | €tbc | | 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 | tbc | |
| Cash conversion: | | tbc |
| Characteristics | |  | | | | | | | | | | |

Draft. Version: 27-03-2014

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| 3. 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. |
| Soft Services Manager  Chef Supervisor  Chef |

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| **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. |
| Ensure all food is prepared and handled in accordance with the relevant guidelines.  Assist to maintain efficient and secure receipt, storage and issue of foods and provisions and maintain documents related with these systems.  Complete all relevant daily paperwork  Ensure all requests for maintenance of plant equipment are processed efficiently.  Ensure prisoners comply with cleaning procedures and stock rotation.  Ensure all prisoners and visitors adhere to Sodexo Health & Safety procedures and the Food Safety Act 1990  To instruct and oversee the daily workload of prisoners  Ensure meal production timescales are met.  Maintain liaison with all other departments within the establishment.  Visit all points of service to ensure all food legislation and portion control is adhered to.  Maintain awareness of security, health and safety at all times and report and issues to the appropriate department promptly.  Perform any other duties that are assigned for the development of the establishment. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| Ensure all food is prepared and handled in accordance with the relevant guidelines.  Assist to maintain efficient and secure receipt, storage and issue of foods and provisions  and maintain documents related with these systems.  Complete all relevant daily paperwork |

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| 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. |
| A flexible and responsive attitude  Enthusiasm for the subject area  Willingness to innovate and demonstrate self-motivation  Awareness of and commitment to the promotion of equal opportunities and the recognition of  diversity and inclusion  Participate in training as required in order to keep up to date with all mandatory and food safety  refresher training.  Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and  procedures  Requirement to obtain a successful security clearance and CRB check. |
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| To participate in training as required in order to keep up to date with all mandatory and refresher training.  Experience and training in Allergen Awareness to current legislation  Aware of Calorie Counts within a variety of menus  Suitable catering qualifications for example City & Guilds 7061/7062 or equivalent NVQ level.  Achieve Intermediate level of food hygiene certificate.  Experience in ‘bulk’ catering or catering for large numbers.  To support the Director in delivering the vision for HMP Northumberland, by ensuring that the prison operates effectively with the corporate and local values and vision.  All mandatory training to be completed as and when required. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | Continuous Improvement | Dynamic approach to delivery whilst under pressure | | Working as a team preferably in a custodial setting |  | | Knowledge of Catering e.g City & Guilds |  | | Understanding Diverse Groups |  | | Ability to be Flexible |  | |  |  | |

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