

5th Week Chef Manager/Chef

Function:	Offshore Operations – Catering
Position:	5th Week Chef Manager & 5 th Chef
COTA Grade:	D/E
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Head of Food Deployment
Additional reporting line to:	Chef Manager
Position location:	Client Asset – Offshore UKCS

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

- As an integral member of the Sodexo Energy & Resources asset catering team, contributes toward the provision of quality catering service always adhering to health and safety guidelines as a chef along with ensuring all facilities management services are delivered to agreed contract specifications to ensure the Sodexo Energy & Resources/client alliance is sustained and prospers when Chef Manager

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

- Ensure the prompt service of all meals at the required times, to Company's standard and the Client's satisfaction and in accordance with the Company's/Client's performance specifications.
- All food to be prepared and cooked off to the agreed standards in the agreed amounts and passed to hot press as requested.
- Ensure that standards relating to food and cleaning service are always maintained, strict attention is paid to the requirement of the Food Safety Act (particularly undertaking and recording of temperature controls and overall food hygiene).
- Manage and rotate stock to ensure food safety and minimum wastage and achievement of contract food costs.
- Investigate and report customer complaints immediately and take the agreed corrective action where service gaps are identified.
- Ensure that personal working hygiene standards meet both the company and statutory requirements.
- Assist Head Chef/Chef Manager in ensuring that any duties carried out under their control are done so safely.
- Manage galley cleaning rotas.
- Assist in menu compilation.
- Ensure all catering equipment is operated and maintained in a safe and clean manner and report any defects.

2. Main assignments – continued.....

- Ensure all duties and responsibilities are undertaken in full compliance of the Health and Safety at Work Act. AS required, undertake all aspects of culinary requirements to the appropriate standards.
- Ensure that personal working hygiene standards and those of staff for whom you are responsible meet both the company and statutory requirements.
- Ensure budget requirements are adhered to and the efficient use of all resources is achieved, this can include managing and rotating stock to ensure food safety and minimum wastage and achievement of contract food costs, managing galley cleaning rotas, menu compilation and galley waste segregation.
- Report any incident of fire, loss, damage unfit food and other irregularities or contract deviations and take such corrective action as may be delegated.
- Attend any meetings and/or training courses as may be necessary:
 - Attend Client and Company training courses as deemed necessary.
 - Fully support and participate in all Client and company safety initiatives.
 - Identify personal training requirements.
 - Taking personal responsibility for closing identified development gaps and future requirements.
- Assist Head Chef/Chef Manager in ensuring catering budgeting requirements are consistently adhered to and the efficient use of all resources is achieved.
- Assist Head Chef/Chef Manager with environmental objectives.
- Carry out any additional duties and any other tasks as requested, which are within incumbent competency and which form part of the service to the client, such as the unloading of containers.

HSE Responsibilities

- Fully support and participate in all client and Sodexo safety initiatives.
- Attend HSE meetings as and when necessary.
- Personal competencies are known, understood, adhered to, and updated on an ongoing basis. Produce a personal safety contract.
- All members of the team embrace Sodexo and client's health and safety procedures, and these are known, understood, and adhered to and all change processes are managed effectively.
- As the focal point for the team that a lead by example culture is adopted including all reporting mechanisms.
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3. Responsibility for the work of others

Responsibility for the work of others:

- Guidance, support, monitoring.
- Monitor, evaluate and train where necessary for galley Stewards.
- Organizing/planning continuity of work and provision of service.
- Monitoring and maintaining levels of conduct and work performance.
- Health and Safety, and hygiene standards.
- Attend from time-to-time Client and Sodexo training courses as deemed necessary.
- Provide back up and support for appropriate emergency response duties in accordance with client safety and emergency procedures.
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4. **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.

Responsibility for Machinery/Equipment/Materials/Consumables



- Ensure correct use, safe operations and keeping clean and hygienic.
- Basic maintenance and preparation for use.
- Knowledge and competency in the use of cleaning materials and chemicals as approved under COSHH regulations ensuring, always, that all chemicals are stored correctly according to COSHH regulations.
- Working knowledge of Company/Client Safety Management Policy.
- SSOW and COSHH.
- Training of others in correct and safe methods of use and maintenance of machinery and equipment.
- Proper stock rotation (date marking).
- Assist Head Chef/Chef manager with:
 - Deliveries and orders of all consumables.
 - Stock taking.
 - Monitoring stock consumption.
- Correct and effective use of all consumables.
- Responsible for installation, maintenance, repair, and allocation.
- Recommendations to purchase, replace and replenish.

Decision Making

- Identify personal training needs.
- Reporting faults to line supervisor or department supervisor
- Ensure, by demonstrating, complete understanding of level of service provided that all catering services are delivered to the required standard including:
 - Encouraging feedback from all customers
 - Suggesting improvements where possible
 - Participate in remedial action or improvement opportunities.

Communication/Contact with Others

- Reporting faults to line supervisor or department supervisor.
- Investigate and report customer complaints immediately and take the agreed corrective action where service gaps are identified.
- Promote the Company image/reputation.
- Communicate efficiently and effectively to clients and colleagues.
- Direct the work of the Sodexo crew on board the installation to quality control staff to ensure all have required competencies for the role so that product inspection procedures are enforced and recorded.
- Develop a positive safety culture and safety measures, no accidents, input of hazard cards/client cards to reduce the rate of accidents.
- Monitor what technical services projects Sodexo could complete, refurbishment accommodation projects to ensure that projects are identified and following through to completion according to specification/requirements.

5. **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.

- Contribute toward the production of four meals per day (breakfast, lunch, dinner, and midnight meal), seven days per week for asset P.O.B. Typically fixed, but with variation for busy periods (drilling campaigns, maintenance campaigns and planned shutdown activities).
- Oversight and control of all stewarding, living quarter and public spaces maintenance activities seven days per week for assigned asset.

6. **Job profile** – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

Hygiene Health and Safety

- If not already held, expectation that within three years of Company Induction Institute of Occupational Safety and Health (IOSH) – Managing Safely to be obtained.

Food Hygiene and Safety (must hold one of the below)

- Royal Institute of Public Health and Hygiene (RIPHH) Certificate in Food Hygiene and Safety, or
- Royal Environmental Health Institute for Scotland (REHIS) Intermediate Certificate in Food Hygiene, or
- Chartered Institute of Environmental Health (CIEH) UK Certificate in Food Hygiene

Catering (must hold one of the below)

- City & Guilds 706/1 and 2 or
- NVQ Level 2 Food Preparation or

- Five SCOTVEC Catering Modules and two years of experience in catering management and Basic Food Hygiene and Safety Certificate or
- Three years industry related experience
- Two years catering related experience in an offshore or onshore environment.

7. 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.

