

**Job Description:**

**Sous Chef Trainer**

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| Function: | Facilities Management |
| Position: | Sous Chef Trainer |
| Job holder: | Mark Harding |
| Date (in job since): | 11/08/25 |
| Immediate manager  (N+1 Job title and name): | Head of FM- Mathhew Robinson |
| Additional reporting line to: | Nil |
| Position location: | HMP Altcourse |
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| 1. Purpose of the Job – State concisely the aim of the job. | |
| * A lead training role working with the Catering Manager IQA Assessor in The Staff Mess Training Kitchen with the sole aim of reducing reoffending through training prisoners. * To deliver a quality service for all staff and contractors visiting the establishment. * To enhance the prisoners’ opportunities to gain qualifications and self-development. * To work as an integral part of the Soft Services team in delivering standards in line with National and local requirements. | |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Collaborate with the Catering Manager to ensure that the training kitchen is run on a commercial basis, serving prison staff and contractors, in order for the prisoners in training to gain valuable experience whilst gaining academic qualifications * Work with all inter segment Sodexo Chef Trainers to share the best practice and collaborate on new menu ideas; demonstrating flair, imagination and a commercial awareness of dishes, that considers current food trends, delights for customers with high quality fine dining food which meets the development needs of our Prison Learners * Ensure implementation of practical controls to ensure that waste is minimized and within budget, and that portion control is managed to maximize efficiency and maintain gross profit through effective use of recipes and specification sheets * Ensure that accurate weekly stock tasks are undertaken to measure actual food cost verse theoretical food costs, and that any discrepancies are investigated and escalated immediately * Proactively liaise with suppliers regarding the supply of salad and vegetables, and in the absence of the Catering Manager take responsibility for ordering all food and non-food items from Sodexo’s nominated suppliers, ensuring cost & quality standards are always met * Ensure the effective management of stores and weekly stock accounting systems and procedures. Keep accurate and auditable purchase, receipt and storage standards and ensure that procedures are met, maintained and always administered and communicated to the Prison Learners * Ensure that Prison Learners are always well presented, clean, professional and wearing appropriate clothing at all times * Collaborating with the Catering Manager in developing the staff Mess * In the absence of the Catering Manager, take responsibility for managing any industry and supplier volunteer trainers when they are in the training kitchen |

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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Responsible for all food hygiene and health & safety within the training kitchen, and ensure the setting of high cleanliness standards, best practice and routines to avoid accidents, food spoilage or waste * Manage all systems, procedures and documentation needed to conform to prevailing Health & Safety, Food Hygiene and COSHH legislation and Sodexo policies in accordance with best practice in the industry * Responsible for the completion of the daily HACCAP sheets * Work with the Catering Manager to ensure all audits are completed in areas of responsibility and that all training, quality, environmental and safety standards are met, maintained and exceeded. * Actively manage the Prison Security Intelligence Reports (SIR) ensuing they are completed in an accurate & timely manner and any issues are escalated appropriately * Ensure that all tool checks and counts are carried out and recorded in line with procedure, and any discrepancies are acted upon immediately. * Support and contribute to the cafe Health & Safety Strategic Plan, and ensure our team of Prison Learners are compliant in the Health & Safety obligations to both Company and Statutory standards * Ensure that all Health & Safety risks and concerns are flagged through the appropriate reporting channels immediately when they become apparent. |

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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. |
| * Responsible for recruiting up to 10 Prison Learners at a time in the training kitchen who all have preferably 3-6 months left of their sentence to serve * Responsible for delivering high quality training to the Prison Learners in line with City & Guild NVQ qualification expectations/standards for Food Service, Food Preparation & Cooking and Food Safety * Responsible for ensuring that all of the Prison Learners’ work is up to date, logged in line with City & Guild NVQ expectations and that all training is logged with the Training Administrator and is ready to be audited by the IQA * As a key part HMP Altcourse staff mess training team, ensure training is delivered with innovation, creativity and flair, and that the Prison Learners are taught and inspired by new techniques and industry trends * Deliver training & coaching with passion and share knowledge and love for food, quality ingredients and seasonality with the Prison Learners. * Ensure your own training sessions are structured and supportive, and that account is taken of different learning styles and needs of the group and the individual, adjusting delivery style as appropriate * can work independently, under pressure and to tight deadlines. * Successfully manage through change and able to adjust priorities according to changing business need/requirements * Actively seek new ways of working to improve the running of the training kitchen and keep abreast of industry trends, innovation and legislation, bringing fresh ideas and inspiration to optimize kitchen, training and restaurant operations * Act with initiative and creativity in resolving issues and support HMP Altcourse Staff Mess long term strategic goal of reducing re-offending rates * Actively seek learning and development opportunities to grow in experience skill and ability |

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| 2. 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. |
| * Provide a breakfast and lunch service of high quality within budget constraints for prison staff. * Contribute to the overall management of HMP Altcourse Staff Mess and support other sites when necessary and take on additional duties and responsibilities as and when required. * Provide Nationally recognized training qualifications for prisoners to assist in their employability on release. * Ensure services are managed in line with Environmental and Food hygiene regulations. |

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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| * Previous experience at Sous Chef level in a high-end service and cuisine environment or similar role * Experience of fine dining & being passionate about high quality, seasonal food * Able to successfully lead, motivate and manage a team with a consistent approach * Previous experience of delivering training and successfully enhancing the skill level of a brigade * A clear and concise communicator. * It is desirable but not essential to have a TAQA (assessing qualification) or equivalent and have experience of delivering training in the workplace * Training Techniques and/or Craft Trainer Award V1 Assessor would be desirable. |

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| 2. 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. |
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**Levels**

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Job holder Immediate Manager