

Job Description: Executive Chef

Function:	UK Government and Energies
Position:	Executive Chef
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Kevin McMahon, General Manager
Additional reporting line to:	
Position location:	The Scottish Parliament, Holyrood, Edinburgh, EH99 1SP

1. Purpose of the Job – State concisely the aim of the job.
To lead the overall culinary operation, overseeing menu development, food quality, kitchen performance, and compliance with food safety standards. To manage kitchen staff, control budgets and inventory, and ensure a consistent, high-quality catering experience across all areas of the business.

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

- To oversee delivery and develop the food offer in all areas of the business through commercial initiatives, innovation and team development.
 - To deliver new menus which demonstrate flair and innovation in the food service offer.
 - To ensure the prompt and efficient preparation and service in all food areas to the company's standard and to the client's satisfaction.
 - To ensure that the sales budget is met and exceeded
 - To ensure that all company audits & documentation are attained to the required standard.
 - To deliver and achieve client KPI measurement and quarterly self audits with review and action the results.
 - To embrace the full compliance of company systems and tools including menu planning, payroll and Health & Safety systems.
 - Provide the most cost effective catering service that offers the users quality and choice.
 - Continually propose initiatives that deliver best value to the customer.
 - Promote healthy eating, well being and employee satisfaction.
 - Improve patronage and grow sales.
 - Provide good capture of management information to analyse performance.
 - To work with GM, FOHSM and Marketeer to develop social media activity & content
 - Design bespoke marketing plan in conjunction with GM, FOHSM & Marketeer
 - Develop SME's in to our supply chain from local and Scottish producers
 - Work with external Chef Patron to develop relationships and activities with schools and colleges
 - To be customer facing and lead food activity & delivery across the site
 - Promote social impact, by driving benefits in the community, charitable opportunities
-
- To organise and assist in the preparation and presentation of all meal services (participating as necessary) at the required time, to the agreed standard in the Service Level Agreement and to the Client's, Customer's and Sodexo's satisfaction.
 - To devise and implement a strategy of food offer innovation & growth which is in tune with requirements for new trends whilst keeping the main meal service alive, to drive out additional revenue in all areas of the food offer provision.
 - Carry out customer surveys and profiling to ensure that our food offer remains applicable to the customer base, and where not, offer ideas for menu enhancement, development and change where necessary.
 - To ensure that all food is prepared with due care and attention, particularly concerning customers' special dietary requirements: for example, nut, dairy, improved choice for ethnic minority customers or wheat allergies.
 - To organise any special functions as required, some of which may occur outside of normal working hours.
 - To establish and maintain satisfactory relationships with individuals at all levels within the Company and the Client organisation.
 - To ensure that the Company's accountancy, documentation and administration procedures are carried out to the laid down standard. This may be electronically, paper-based, or both, as instructed.
 - To control and monitor the financial performance and ensure that all financial targets are achieved in terms of margins and wastage control.
 - To maintain the standards and integrity of the food offer and Service Level Agreement at all times. To carry out a daily food audit and perform activities detailed in the service offer manual under Key Performance Indicators to the frequency and level required.
 - To implement and maintain the Statutory and Company standards of hygiene, health and safety and take any action as is necessary. To ensure that the kitchen areas are maintained at a very high standard and correct working practices are adhered to.
 - To ensure all required risk assessments and due diligence documentation are implemented in regard to food hygiene and safe systems of work, as are required in order to pass a safety net inspection.
 - To take all necessary steps to ensure maximum security of the kitchens, stock and equipment.
 - To recruit, interview, control and discipline staff according to the needs of the unit and within the procedure laid down by the Company. To maintain an accurate, up-to-date personnel record for all staff as laid down in the Human resources Manuals and Documents. To keep records of any disciplinary issues and keep the General Manager and People Centre informed of these.
 - To ensure all new staff are given a thorough induction into their job, the unit and the Company. To monitor the performance of staff, carry out performance reviews and provide training and coaching as necessary, and record on the appropriate documents.

- To have special regard to the welfare of the establishment staff and to organise regular and effective staff meetings. To fulfil the requirements of the Sodexo people management processes without exception as detailed in the 'focus on five' management document and demonstrate the required behaviours as an employee within Sodexo that reflect our values. Understand the 10 indicators that are used to measure Investors in People and apply these in your area.
- Engage, motivate and reward our employees to ensure they are satisfied with their working relationships at all levels.
- To have regular contact with the General Manager and to produce any reports as necessary pertaining to current or events.
- Attend to any reasonable requests made by the General Manager.

IRREGULAR DUTIES:

- To relieve and assist in other establishments in certain circumstances.
- To attend to and take all necessary action, statutory and otherwise in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities and complete the necessary return and/or reports.
- To attend meetings and training courses as requested

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.

- During the course of his/her duties the post holder may have access to, or witness confidential information, which must NOT be divulged to an unauthorised person at any time.
- Whilst every effort has been made to ensure the details of this job description are correct - due to the varied requirements of the catering and support services industry, this job description cannot be exhaustive. Therefore, the jobholder may be required from time to time to carry out other tasks as required by management in order to meet the operational needs of the business

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.

- Increased food sales by 5%, through Company promotions, theme days and continually proposing initiatives that deliver best value to our clients and customers.
 - Delivering of all large events and business events for the client
 - To comply with the requirements of the quality monitoring system and seek opportunities for continual improvement in overall standards.
 - Improved patronage throughout the site.
 - Achieve all Company standard inspections as green
 - Adherence to the food offer and menu.
 - Consistency in standards, presentation and quality of food offer.
 - Achieve GOP, understand budget figures and be able to forecast accurately.
 - P&L reports are completed within agreed timescales and show positive financial performance. Sales targets are met or exceeded.
 - Direct reports are managed effectively.
 - Achieving full compliance with Drive and purchasing
 - Positive customer and client feedback, which will be measured during client reviews.
- Positive, developed team willing to go the extra mile to provide excellent service standards

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.

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

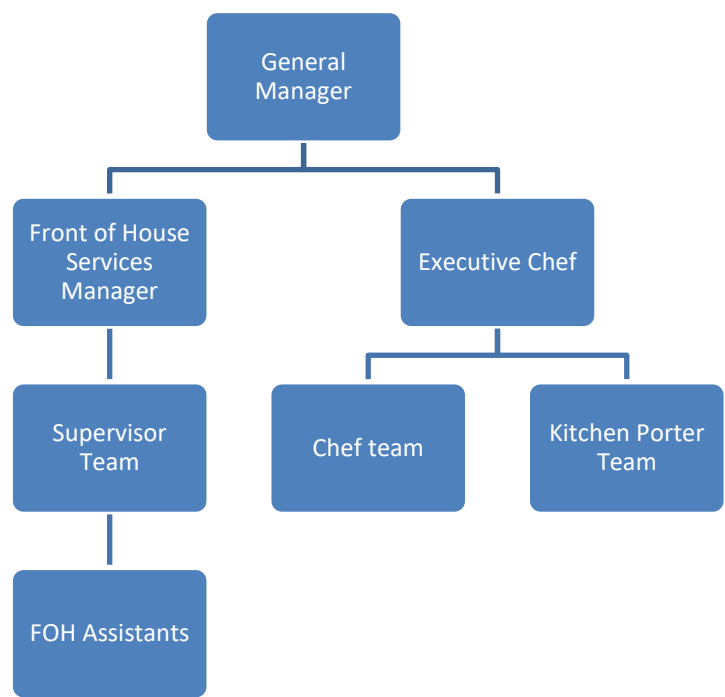
Essential -

- Good standard of literacy and numeracy
- Experience of developing an innovative food offer to meet client and customer needs
- Excellent interpersonal skills and ability to communicate effectively with customers, clients and staff at all levels
- Good time management and organisational skills
- Ability to work well under pressure
- Ability to achieve and set standards and operate to performance criteria, with particular regard to hygiene
- Positive approach to learning in role and identifying own training needs as appropriate
- Self-motivated
- Sense of own initiative
- Ability to work effectively as part of a team
- Flexible approach to role
- CIEH Level 3 Food Safety qualification
- IOSH Managing Safety qualification

Desirable -

- Experience of managing budgets
- Experience of delivering training using company guidelines
- Computer literacy
- Good standard of financial acumen
- Ability to develop increasing individual effectiveness through leadership, motivation, communication, coaching and training

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.



Levels

	▪
--	---

Received:

Date: August 2026

Date:

Kevin McMahon
Job holder

Immediate Manager