

# Job Description: Chef

|                               |                                |
|-------------------------------|--------------------------------|
| Function:                     | Operational                    |
| Position:                     | Chef                           |
| Job holder:                   |                                |
| Date:                         |                                |
| Immediate manager             | Chef Shift Leader / Supervisor |
| Additional reporting line to: | Head Chef                      |
| Position location:            | ICRL, Colchester               |

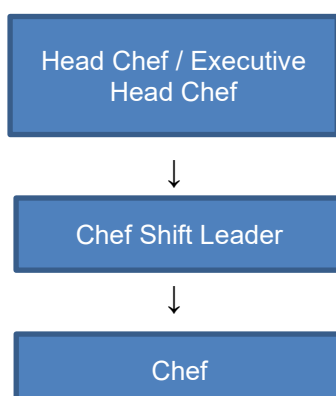
## 1. Purpose of the Job

- To provide effective delivery of catering services to the client organisation across 8 kitchens
- To prepare, cook and serve meals to the customer to the highest possible standard, in line with the service level agreement; by following the relevant recipe cards as directed by a qualified chef or member of the management/supervisory team
- Effective collaborative working with the Military catering teams
- To continue to develop one's own skills and knowledge within the position.
- Embracing the principles of Collaborative Business Relationships (BS11000), in line with Sodexo's vision and values

## 2. Dimensions

|                 |                    |     |                  |                          |     |                  |     |
|-----------------|--------------------|-----|------------------|--------------------------|-----|------------------|-----|
| Revenue: tbc    | EBIT growth:       | tbc | Growth type: n/a | Outsourcing rate:        | n/a | Region Workforce | tbc |
|                 | EBIT margin:       | tbc |                  | Outsourcing growth rate: | n/a | HR in Region     | tbc |
|                 | Net income growth: | tbc |                  |                          |     |                  |     |
|                 | Cash conversion:   | tbc |                  |                          |     |                  |     |
| Characteristics |                    |     |                  |                          |     |                  |     |

## 3. Organisation chart



#### 4. Context and main issues

- To ensure the correct use, storage and control of machinery, equipment, cleaning materials and chemicals, following safe systems of work at all times in line with company policy and procedure
- To immediately report any equipment/building defects to your line manager.
- To support all departments of the unit to ensure a high standard is delivered within correct timeframes
- Adhere to the uniform and personal hygiene policy as detailed within Company induction pack
- Comply with Company policies and procedures at all times
- To comply with the Health and Safety at Work Act, Food Safety Act and COSHH regulations
- To adhere to clock in/out procedures
- Unsociable hours in line with business requirements may be required
- Flexibility on work schedule and location may be required

#### 5. Main assignments

- To complete work/cleaning schedules ensuring efficiency is maximised
- Communicate order requirements to the line manager
- To complete all food preparation tasks as instructed and where necessary, assist with food service
- To provide a first point of contact to our customers and deal politely, professionally, and efficiently with any queries and complaints, informing your line manager or a senior member of the team at the first opportunity
- To ensure all food service areas are cleaned down directly after usage and all preparation for the following service is completed
- To expedite a quick, trouble free passage through the customer journey, assisting where needed
- To continue to develop one's own skills and knowledge within the position
- To complete all Company training as instructed
- To carry out any reasonable request of a member of the management team

#### 6. Accountabilities

- Maintain cleanliness and hygiene standards of the areas of responsibility and ensure high standards of personal presentation
- Communicate effectively with the line manager, team and client
- Meet all Health and Safety, Food Safety and COSHH regulations pertinent to your position.
- To be a Brand Ambassador for Sodexo
- Increase company profit through suggestive selling and menu knowledge

## 7. Person Specification

### Essential

- NVQ Level 2 in Professional Cookery or equivalent
- Good communication skills; must be able to demonstrate effective verbal communication
- Able to work on own initiative within a team environment
- Able to demonstrate attention to detail and adherence to standards

### Desirable

- Proven track record of employment within the catering/hospitality industry

## 8. Competencies

- Innovation & Change
- Brand Notoriety
- Growth, Client and Customer Satisfaction, Quality of Services Provided

## 9. Management Approval

|                 |   |       |  |
|-----------------|---|-------|--|
| Version:        | 1 | Date: |  |
| Document Owner: |   |       |  |

## 10. Employee Confirmation

|         |  |       |  |
|---------|--|-------|--|
| Signed: |  | Date: |  |
|---------|--|-------|--|