

Job Description

Cook/Chef

Function	Government Agencies
Position	Cook/Chef
Job Holder	
Date (in job since)	
Immediate manager	Catering Supervisor
Additional reporting line	Regional Business Manager / Regional Catering Manager
Position location	MoJ Contract Sites

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

- Deliver daily meal services at Approved Premises (AP) in line with the contractual agreement.
- To always represent Sodexo in a positive manner and work closely with the client/customer contact responsible for the site, to provide excellent meal services.
- Complete daily food checks and follow all food safety training procedures to ensure compliance. Order, plan and prepare all meals for site.
- To contribute to the growth of all services to meet client and commercial expectations in line with client and Sodexo expectations.
- Embracing the principles of Collaborative Business Relationships (BS11000), in line with Sodexo's vision and values.

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

- Working from pre-arranged menus prepare and serve daily meals at site with due care and attention to a high standard especially in relation to any food allergies and dietary requirements.
- Maintain stock levels and replenish as required.
- Complete all daily food safety checks and record all findings.
- Maintain exceptional clean down and kitchen hygiene standards while on shift.
- Represent Sodexo in a positive light by always wearing all PPE, uniform and have exceptional personal and professional hygiene standards.
- Work towards deadlines for meal services as a crucial and fundamental element of the successful running of site.
- Report any safety concerns and work closely with Supervisors and Line Manager to ensure any issues are dealt with in a timely manner. Maintain and report all faulty/missing equipment.
- Complete all mandatory and additional training.
- Work alongside the NPS staff and follow all site rules and regulations.

3. 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.

- The job holder must be confident in working in an Approved Premise (AP) environment that house residents who are ex-offenders. National Probation Service staff members also work in the APs and are responsible for the residents and their rehabilitation back into the community. The job holder must be comfortable working alongside various staff and residents alike and be able to interact with them professionally and courteously. Mealtimes at these sites are fundamental for the resident's wellbeing and the running of the site.
- Working towards deadlines to deliver crucial meal services that are well presented, on time and to a high standard.
- Must be able to work independently as the job holder will be the only staff member in the kitchen delivering service. As such they would also be responsible for clean down and stock levels for the next planned service.
- Strong initiative and can be dynamic should food service providers not deliver and be able to be flexible should the occasion require.
- Strong communication skills required in terms of reporting and feeding back on the operation of the kitchens.
- Have a good understanding of food safety, food hygiene and safely working in food prep environments.

4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organisation; they should focus on end results, not duties or activities.

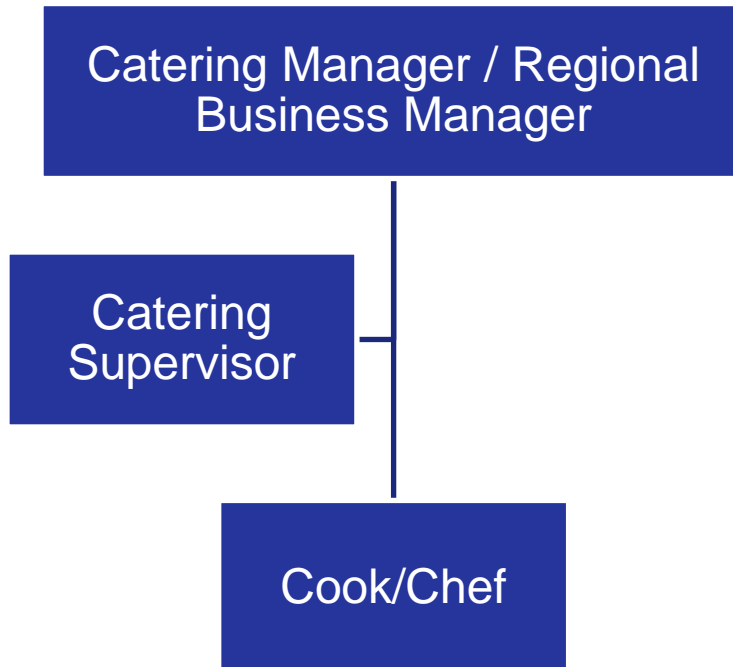
- Communication – communicate with Manager/supervisor on the successful daily operations.
- Planning & Organising – can plan and look ahead to ensure smooth running of the kitchens. This relates to stock but also the upkeep and running of all equipment and reporting any issues in a timely manner.
- Working with various others – Working with a range of client staff from multiple teams as part of day-to-day operations. To co-ordinate with all colleagues within the Sodexo and NPS/MoJ teams. Excellent working relationship with all they encounter at site and the Sodexo team.
- Service Excellence – be responsible for driving all aspects of service excellence within the operational role, including brand integrity, quality, compliance, Sodexo's corporate social responsibility and service standards. You will always be a brand ambassador and emulate Sodexo's vision and values, including those of Better Tomorrow 2025, to maximise brand engagement and reputation amongst client staff, visitors, contractors and members of the public.
- Continuous Development – you will undergo professional development within your role to further develop their skills and knowledge, including undertaking any necessary internal or external training as reasonably requested.

This list is not exhaustive and from time to time you may be asked to perform other reasonable duties commensurate with the role.

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

- Demonstrate experience of working in a similar role within a food preparation environment.
- Food Hygiene qualifications.
- Good communication skills must be able to demonstrate effective verbal and written communication.
- Able to work on own initiative and confident in ability to deliver.
- Able to demonstrate familiarity with working in line with relevant data protection regulations at any given time and understand the importance of the work done at site and the need for discretion.
- Able to demonstrate attention to detail and adherence to standards.
- Willing to undertake additional training as may be required by the role in future, including but not limited to first aid and security awareness.
- Willing to undergo security checks in line with the BPSS as a minimum required by our client.

6. 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. Please show the job titles not the actual people doing the role, i.e. Finance Manager, Project Manager



Received:

Date:

Job holder

Date:

Immediate Manager