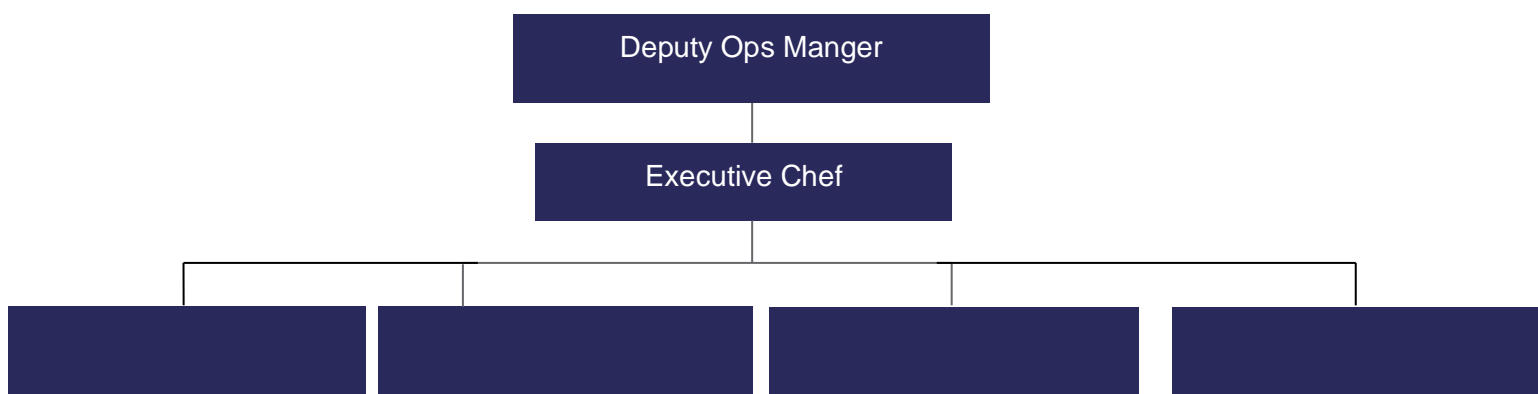


JOB DESCRIPTION

Position Title	Executive Chef	Department	Food service
Generic Job Title	Executive Chef	Segment	Corporate Services
Team Band	Band A	Location	
Reports to		Office / Unit name	

ORGANISATION STRUCTURE



Job Purpose

- Deliver the food programmes appropriate for Nestle and in line with Sodexo brands
- Drive profitability for both Sodexo and client through excellence in execution
- Project manage key projects across the Nestle contract working with the food platform team
- Lead or consult the recruitment process on catering positions
- Deliver on brand integrity with in all Sodexo run outlets
- Develop and implementation of site business and training plan
- Strength in being an ambassador of customer service at the highest level; customer service Excellence
- Maintain compliance with client and/or program contracts for all outlets

Accountabilities or “what you have to do”

- Deliver on a day-to-day basis, the services identified in the statement of works to the required standard, ensuring that monitoring and auditing standards are met.
- To ensure that the food and beverage offer is driven forward, improving consistency & standards within the business.
- Deliver the services in accordance with the agreed budget.
- To ensure the menus are updated and implemented to Sodexo standards.
- Ensure that in-house training and staff development is effectively carried out in accordance with the Training and Development Plan.
- To monitor compliments and complaints on a monthly basis.
- Ensure that the Company's, the clients and statutory regulations regarding hygiene, food safety, health & safety and Equal Opportunities are complied with.
- Ensure that in-house training and staff development is effectively carried out in accordance with the Training and Development Plan.
- Supervise the recruitment process of Sodexo Food & beverage staff to ensure the optimum candidates are available and succession planning is considered.
- To ensure that Sodexo is compliant with all requirements in its capacity to support Nestle
- P&L performance delivering on or above budget expectations
- Analyse & interpreting trends to facilitate planning
- Brand strategy, knowledge of the strategic alignment between products, local/regional/national.
- Ensure compliance with licensing, hygiene, health & safety legislation guidelines
- Promoting strategic & marketing thinking in to the business
- Handling customer enquiries & complaints
- Ensure the prompt provision and efficient service of all meals and catering requirements at the specified time to the standards laid down in the KPI's.
- Ensure that the Company's accountancy documentation and administration procedures are carried out to the Sodexo Way Compliance Standards and that the necessary weekly & monthly returns are completed accurately and transmitted at the appointed time or despatched manually.
- Ensure that all costs and expenditure are within the budgeted levels agreed between the Client and Sodexo. Control all costs such as labour, expenses, cash purchases as agreed with your line manager.
- Ensure tariff prices are correct, that all catering services are costed and charged according to the terms of the contract.
- Comply with all relevant sections of the Quality Assurance Audit and to complete routine audits at a frequency as indicated in the "Unit Activity Calendar".
- Comply with all Company & Client policies, site rules and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace and training of staff.
- Ensure that all equipment used, is in safe working order, checked regularly and serviced. Report any faults to management/client, ensure they are rectified and ensure equipment is not used until safe.
- Ensure that all equipment, monies, and the overall establishment, is safe and secure at all times
- Ensure the standards across the site(s) are in accordance with the Service Level Agreements and Key Performance Indicators specified in the service contract
-

Key Performance Indicators (KPIs) or "What it will look like when you are doing the job well"

- Leverage fully all existing Sodexo best practices and process
- Drive operational excellence and lean thinking in Food Operations ensuring best financial outcomes and great customer service

- P&L reports
- Compliance to SLA
- Client Satisfaction
- Unit audit scores
- Employee turnover
- Kitchen and Food Production employee appraisals completed within agreed timeframe
- 100% Company Purchasing and Trading compliance
- Achievement of Sales and GP
-

Dimensions

Financial	Cash sales target	
Other	All food service provisions at Nestle All food service team based within Nestle York	

Skills, Knowledge and Experience

Essential

- IT Skills
- Minimum 2 yrs experience as executive chef or group head chef
- P&L experience
- Strong financial awareness and understanding of budgets
- Good communication skills
- Able to manage teams of people
- Impeccable culinary skills
- Client customer communication skills, with the ability to develop long term relationships
- Passion for food and service delivery

Desirable

- Able to adapt to situations very quickly
-

Contextual or other information

- The Job description is intended to give the post holder and appreciation of the role envisaged & the range of duties & responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks & objectives will be agreed with the post holder at regular intervals. The post holder will be required at all times to perform any other reasonable task, as requested by the line manager in order to meet the operational needs of the business.

Version		Date	dd/mm/yyyy
Document owner	Insert name of person completing this document		