

# Job Description:

## Executive Mobile Support Chef



Function:	<b>Independent Schools</b>
Position:	<b>Executive Development Mobile Chef</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	<b>Culinary Director</b>
Additional reporting line to:	<b>Senior Account Manager</b>
Position location:	<b>Scotland</b>

### 1. Purpose of the Job

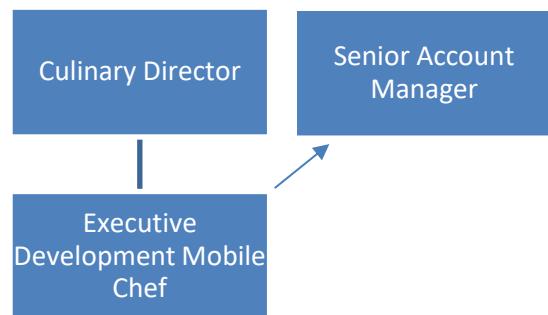
To manage, maintain, and develop the service of kitchens in the absence of the Executive or Head Chef, as and when required, within the Independence business, in line with the agreed culinary strategy for the segment

- A highly experienced, technically skilled Business Support Chef to lead innovation, drive food quality standards for market leading results
- Passionate about food & people development - ability to work on own initiative with strong leadership qualities
- Support the School & University Segment to deliver agreed food strategy. Ensure robust food standards are met in conjunction with segment and client expectations.
- Deliver to school standards on food policies and legislation and to act as subject matter expert always ensuring adherence to these standards.
- Support the delivery of agreed training programmes.
- Continuous development of innovative food presentations to support the sales team.
- Actively support onsite teams on agreed projects, pilot initiatives and added value projects.
- Mentor to drive engagement with Chefs teams – and support a successful award-winning Schools team.
- Expert support to lead on key events throughout the year – Special and VIP events (summer balls etc), conferences

### 2. Dimensions

Financial	Client and Company budgets maintained, and daily sales/production met and managed
Staff	Day-to-day responsibility for assisting with the management of staff and development, providing specific and actionable feedback following each visit
Other	Keeping up to date on trends in the food industry, bringing innovation and creativity into the business.

**3. 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.



#### **4. Context and main Assignments**

- Develop craft skills of the kitchen teams where appropriate through training, coaching, and mentoring
- Drive standards in line with segment service specifications and lead by example in all elements of food production, presentation, and service
- Meet and maintain company standards in all aspects of the role
- Support in the mobilisation of new business
- Successful deployment of agreed food offers & initiatives
- Ensure training and coaching of teams to develop food offer and support with the delivery training programme modules to agreed standard
- Delivery of a consistent level of service, within the Company's standards, to the contract specification, service offer and agreed performance, qualitative and financial targets
- Ensure compliance to company and statutory regulations relating to safe systems of work, health and safety, hygiene, cleanliness, fire and COSHH
- Ensuring budgeted targets are met and provide accurate costing's
- Building of client and key stakeholder relationships

This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and 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 to meet the operational needs of the business.

## 6. Accountabilities

- Overall responsibility to work within agreed budget / financial performance
- Compliance to all Food Safety and Health & Safety regulations and Company Requirements
- Deployment and delivery of food innovation and concept delivery
- Engagement and coaching of teams around the business to elevate and innovate the food service delivery.
- Support and delivery of growth and new business

## 7. Person Specification

### Essential

- Ability to achieve and set standards and operate to performance criteria, regarding hygiene
- Positive approach to learning in role and identifying own training needs as appropriate
- Self-motivated
- Good IT skills – able to manage recipe management systems
- Ability to work effectively to lead and work as part of a team
- Flexible approach to role
- Good interpersonal skills and ability to communicate effectively with customers, clients, and staff
- Good time management and organizational skills
- Ability to work well under pressure
- Excellent proven craft skills
- Knowledge of all areas in Food Safety and Health and Safety
- Good financial, costing and budget skills
- Good knowledge of food trends to bring innovation and drive initiatives
- Proven experience in the education sector of contract catering

### Desirable

- Basic Food Hygiene Certificate
- Experience of fine dining or similar environment
- 706/2 or NVQ2 and above chef qualification, or equivalent
- Experience of managing large teams
- Experience in a multi-site environment

## 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Good Leadership & People Management
■ Innovation and Change	■ Commercial Awareness
■ Confident in their own abilities	■ Learning and Development
■ Employee Engagement	■ Attention to detail

**9. Management Approval** – To be completed by document owner

Version		Date	23/06/2025
Document Owner	Amanda Vettese		

**10. Employee Approval** – To be completed by employee

Employee Name		Date	