

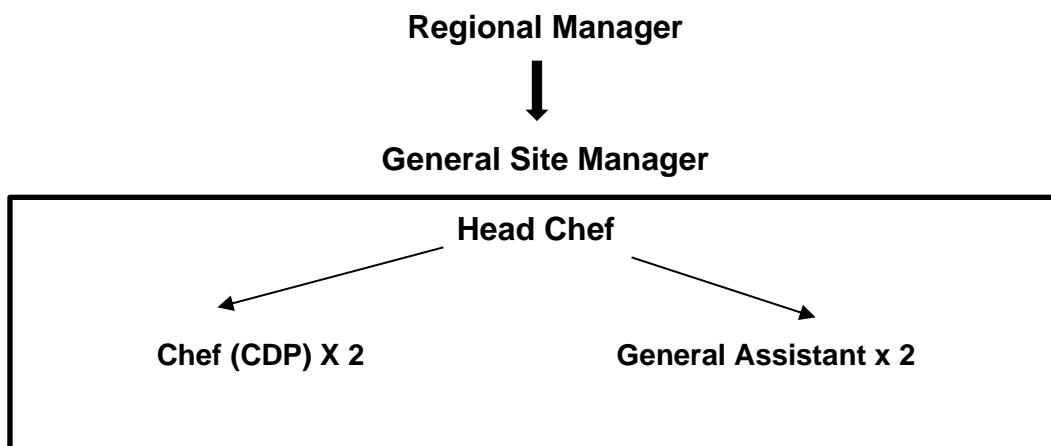
JOB DESCRIPTION

Function:	Operations – Onshore Shetland sites
Position:	HEAD CHEF- SODEXO ENERGY & RESOURCES
Job holder:	
Date	May 2024
Immediate manager	General Services Manager
Additional reporting line to:	Head Of Food Deployment (E&R)
Position location:	Sullom Voe Terminal (SVT)

1. Purpose of the Job

- As a key member of the Sodexo E&R Management Team ensure all facilities management services are delivered to agreed contract specifications to ensure the Sodexo Remote Sites/client alliance is sustained and prospers.

2. Organisation chart



4. Context and main issues

- Ensures that all services are delivered to the standard required, as set out in Sodexo proposals to the client.
- Consistently meet all budget requirements by ensuring efficient use of all resources and maximum performance
- Anticipate current or future business opportunities.
- Lead the onsite Sodexo Remote Sites team with regards to training and active involvement to achieve maximum results.
- Setting an example, act as focal point for ongoing complete compliance relating to all Health, Safety and Environmental issues.
- By action and appropriate delegation ensure all Sodexo Remote Sites systems are adhered to relating to people, finance, and safety.
- Attend from time-to-time Sodexo Remote Sites training courses as deemed necessary.

5. Main assignments

- Ensure all duties and responsibilities are undertaken in full compliance of the Health and Safety at Work Act, all other applicable regulations and all industry Standards and Guidance notes.
- All food to be prepared and cooked off to the agreed standards in the agreed amounts and passed to hot press as requested.
- Ensure that standards relating to food and cleaning service are always maintained, strict attention is paid to the requirement of the Food Safety Act (particularly undertaking and recording of temperature controls and overall food hygiene)
- Ensure specific menu planning requirements are adhered to and standards relating to food and cleaning service are always maintained.
- Ensure the ordering of foodstuffs and the prompt service of all meals at required times to Company and Client specifications.
- As required, undertake baking and butchery to the appropriate standards
- Ensure that personal working hygiene standards and those of staff for whom you are responsible meet both the company and statutory requirements.
- Ensure budget requirements are adhered to and the efficient use of all resources is achieved, this can include managing and rotating stock to ensure food safety and minimum wastage and achievement of contract food costs and menu compilation.
- Ensure all catering equipment is operated and maintained in a safe and clean manner and report any defects.
- Report any incident of fire, loss, damage unfit food and other irregularities or contract deviations and take such corrective action as may be delegated.
- Attend any meetings and/or training courses as may be necessary.
- Fully support and participate in all company Safety Initiatives
- Identify personal training requirements.
- Taking personal responsibility for closing identified development gaps and future requirements.
- Carry out any additional duties and any other tasks as requested, which are within your competency and which form part of the service to the client,

HSE Responsibilities

- Fully support and participate in all Sodexo Remote Sites Safety Initiatives.
- Attend quarterly HS&E onshore meetings as and when necessary.
- Personal competencies are known, understood, adhered to and updated on an ongoing basis. Produce a personal safety contract.
- All members of the team embrace Sodexo Remote Sites Health and Safety procedures, and these are known, understood, and adhered to and all change processes are managed effectively.
- As the focal point for the team that a lead by example culture is adopted including all reporting mechanisms

6. Accountabilities

- Direct the work of the Sodexo crew within the site to quality control staff to ensure all have required competencies for the role so that product inspection procedures are enforced and recorded.
- Develop a positive safety culture and safety measures, no accidents, input of hazard cards/client cards to reduce the rate of accidents.

7. Person Specification

- City & Guilds 706/1 and 2 or
- NVQ Level 2 Food Preparation or
- Five Scotvec Catering Modules
- Two years of experience in catering management
- Minimum of two years of experience dealing with the management of resources (people, finance, etc)
- Intermediate Food Hygiene Certificate
- Safety Certificate (ISOH)
- Three years industry related experience

8. Competencies

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ HR Service Delivery
▪ Commercial Awareness	
▪ Employee Engagement	
▪ Learning & Development	