

# Job Description: Diet Chef Supervisor

Function:	Diet bay (patient dining) Operational
Job:	<b>Diet bay Co-Ordinator</b>
Position:	<b>Head Chef Co Ordinator</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Food Services Catering Manager
Additional reporting line to:	Food Services Operations manager
Position location:	Central Manchester Foundation Trust

## 1. Purpose of the Job – State concisely the aim of the job.

- To fully support the co-ordination of preparation of all foods necessary to supplement frozen meals and prepare all special diets required for patient food services, to ensure that all foods are produced in a safe and hygienic manner at all times and stored correctly adhering to all legislation governing food production and storage.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY16:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Cash conversion:	tbc						
Characteristics									

## 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 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.

- As a Diet Chef Co-Ordinator, you will be expected to take responsibility for the day to day management of your kitchen. You will be required to ensure that all levels of SLA's are delivered on a daily basis. This will include inventory management, people management/development, customer service and all key aspects required to deliver a complex catering offer in line with the client's expectations.
- Good interpersonal skills at all levels
- Ability to be an effective team player

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

- Being a leader and an active part of a large team of Chefs, Kitchen Porters you will play a crucial role in achieving Sodexo's mission statement of being a world leader in quality of life services.
- Ensure all foods are prepared according to standard recipe and production schedules. Prepare food, and attend or check cooking processes according to the recipe index or correct method.
- Plans production of special diets in accordance with standard recipes as advised by ward based teams and Trust Dieticians and produces production schedule for each day's meal service
- Ensure stock controls and rotation procedures are maintained
- Prepare for each day's production schedule. (using electronic ordering system and UK mailbox – Outlook)
- Review stock levels, where necessary submit requisitions to the catering stores department.
- Ensure all stock is available as and when required according to ROL and the Defence menu cycle.
- Manage your stock holding to ensure minimal wastage.
- Liaise with other departments to ensure the unit has sufficient stock to deliver the contract.
- Complete people admin tasks such as PDRs, RTWs etc.
- Carry out investigations in line with company disciplinary, capability and grievance policy.
- Monitor and control wastage and portioning.
- Manage ROL ensuring that we are maintaining Gold status as a minimum.
- Manage your team of Supervisors, Chefs and KPs ensuring that all levels of the SLA's are delivered at all times.
- Ensure all SEMS documents are completed fully, with integrity and signed off by you weekly.
- Undertake any reasonable task as directed by the Food services catering manager.
- Continue to develop one's own skills and knowledge.
- Attend team huddles and cascade information down to your team improving engagement across the kitchen team.
- Hold team huddles weekly ensuring that copies of your huddle are kept for auditing.
- Ensure all training is carried out as required.
- Ensure that your Supervisors manage the production levels over core meal periods and coordinating operations.
- Ensure your team adhere to the uniform and personal hygiene regulations set out in their induction packs.
- Work with and support all units/departments within the centre to ensure all aspects of the SLA's are delivered at all times.
- Manage your kitchen team ensuring that all levels of quality, cleanliness, food safety and hygiene are in line with company policies and procedures.
- Embrace and grow a 'zero accidents culture' within your team by ensuring the accurate reporting of near misses and accidents as well as reporting any equipment defects to the helpdesk.
- Ensure all members of your team adhere to the guidance set out in SSWs..
- Ensure that all statutory regulations regarding safety, fire and hygiene are compiled along with any Trust specific codes of practice
- Ensure the relevant due diligence records are maintained systems are completed to the specified standard.
- Report and record any mechanical or electrical defects and the need for repair and ensure safe use of a range of equipment and appliances.
- Report accidents or injuries in accordance with company procedures
- General assistance with associated administration duties.
- Participate in Staff surveys as required.

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

- Staff fully trained to meet the demands of their duties
- Client Confidence with all services being provided
- Cleanliness and hygiene standards of the kitchen and all food preparation areas within PAYD.
- Reporting of accidents and near misses.
- Effective communication with all colleagues and customers.
- Complaint management.
- Reporting all Food Safety concerns and incidents to the Manager and QHSE as necessary.
- Brand Ambassador for Sodexo
- Increase company profits through rigorous analysis of sales data, margin calculators and any other relevant data.
- Employee engagement and IIP (focus on five)
- Ensure all ROL recipes are followed to comply with allergen regulations.
- Staff performance.

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Proven track record of employment within the catering/hospitality industry
- Proven experience of managing a team (ideally 10 +)
- Experience of managing a stock management budget
- Good numerical and communication skills must be able to demonstrate effective verbal and written communication.
- Knowledge of health & safety and food safety.
- Able to work on own initiative within a team environment.
- Able to demonstrate attention to detail and adherence to standards.
- NVQ Level 2 or equivalent.
- Level 3 food safety qualification.

Desirable

- IOSH qualification or equivalent
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**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	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ HR Service Delivery
▪ Employee Engagement	
▪ Learning & Development	

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

Version		Date	
Document Owner			