

Job Description:   
Culinary Director

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Function: | | | | Schools & Universities | | | | | | | | |
| Position: | | | | Culinary Director | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Rebecca Bridgement | | | | | | | | |
| Position location: | | | | UK | | | | | | | | |
|  | | | | | | | | | | | |
| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * Responsible for deployment of agreed menus, food offers and standards across Education segment * Implementation of Menu Management System (DRIVE) within agreed sites to ensure commercial visibility and measurable compliance * A skilled Development Chef with proven leadership and team management supporting market leading food and menus are fully implemented and followed. * Passionate about food & people development - ability to work on own initiative managing direct and indirect subordinates * Partner with Procurement and Purchasing to deliver strategy and food offers * Support the State Schools to deliver agreed food strategy. Ensure robust food standards are met in conjunction with segment and client expectations * Ensure food offers support school standards on food policies and legislation ensuring adherence to these standards at all times. * Support co-design, development and deployment of food offers to agreed briefs and agreed formats * Support design and delivery of appropriate and agreed training programmes – service excellence. * Engage with all stakeholders – S&U marketing, Food Platform, HSEQ, L&D, Food and Retail team, Supply Management, Dietetics, Senior Account Managers to deliver to expected standards. * Continuous development of innovative food presentations - support sales, client, careers, student and ad hoc presentations * Ensure senior development chef teams and unit head chefs are fully aware of and compliant - new offer deployment & mobilisations through leadership and planned team meetings * Actively engage onsite teams on agreed projects, pilot initiatives and added value projects with pan segment benefits * Liaise directly with line manager to ensure diary commitments are fully covered and shared with wider team (visibility). * Deliver agreed professional family initiatives – focus on sustainability * Take active role as segment lead chef within all agreed projects to support the building of the Sodexo S&U Chef Academy- culinary excellence. * Working as appropriate with external consultant chefs, professional bodies, industry experts on key initiatives | | | | | | | | | | | | |
|  | | | | | | | | | | | |
| 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 FY13: | €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 | | * Add point | | | | | | | | | | |

Draft. Version: 27-03-2014

|  |
| --- |
| 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   * Build key relationships and partner with Operational Management teams * Leadership in menu co-design across State Schools * Successful deployment of agreed food offers to agreed standards * Lead delivery of agreed training programme modules to agreed standard * Innovation and high-level food offer delivery and design that is on trend and in line with client base * 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 * Compliance to company and statutory regulations relating to safe systems of work, health and safety, hygiene, cleanliness, fire and COSHH * Client retention and satisfaction   People Management regulations, guidelines, practices that are to be adhered to. |
| * Coaching and development of teams * Day to day management and leadership of development chefs * Supporting Professional Family Craft Forum to share best practice and innovation * Support key relationships with Sodexo S&U and wider chef professional family |

|  |
| --- |
| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * key strategic objective for State Schools to develop food offer * Specifically lead the work on the food offer/concept and building Sodexo’s reputation around the ability to deliver the excellent catering solutions within our segment. |

|  |
| --- |
| 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. |
| * 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, leadership 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 – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Proven experience in leading and managing senior culinary teams to deliver to highest standards * A full working knowledge of systems to support managing of complex projects and initiatives * Subject matter expert of recipe management systems (ROL, Drive, Saffron) and all Microsoft Office systems * Excellent financial aptitude – building commercially viable menu offers * Multi-site experience at Executive Chef level as minimum – various sector experience is an advantage * Proven and extensive knowledge and experience of the premium hospitality sector and / or contract catering * Multi concept / multi cuisine experience and an in depth knowledge of food trends * Proven track record in creating and deploying successful food initiatives * Ambassador for food safety and health and safety * UK experience and market understanding is a must * Flexible to travel within UK - roles may require some geographical preference and home working also * The overall package is based on agreed terms and factoring experience and will consist of a competitive basic plus benefits. * This role is suited to Existing Senior Development Chef, Head of food, Group Executive Chef, Senior Development Chef, looking for a new and exciting change. |

|  |
| --- |
| 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 |  | |