

Function:	Operational
Position:	Head Chef
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Victoria O’Kane – Event Manager / Julie Bromage – Head of Events
Additional reporting line to:	Gemma Amor – Executive Chef, Ascot Racecourse
Position location:	Hybrid - Home working, Ascot Racecourse and event site during operation

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

- Lead the culinary and food safety delivery for major event contract operated by 1711 by Ascot and Sodexo Live!, including client tastings, chef leadership, food safety compliance, and operational excellence.
- Ensure the timely, efficient preparation and delivery of all food offerings, consistently meeting and exceeding the expectations of Sodexo Live!, 1711 by Ascot, and key clients.
- Utilise extensive large-scale event catering experience and culinary expertise to develop and execute exceptional menu concepts, maintaining the highest standards of quality, presentation, and guest experience.
- Plan, implement, and monitor best-in-class Food Safety and Health & Safety standards across major event operations and day-to-day food production activities at Ascot Racecourse and/or any associated central production units.
- Drive continuous innovation within food service operations, introducing creative culinary concepts, emerging trends, and enhanced guest experiences that strengthen the overall food offer.
- Lead, coach, and inspire culinary teams to deliver outstanding performance, fostering a culture of excellence, collaboration, compliance, and continuous improvement.
- Ensure all culinary operations are delivered efficiently, safely, and in line with company standards, client requirements, and commercial objectives

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.

Financial:

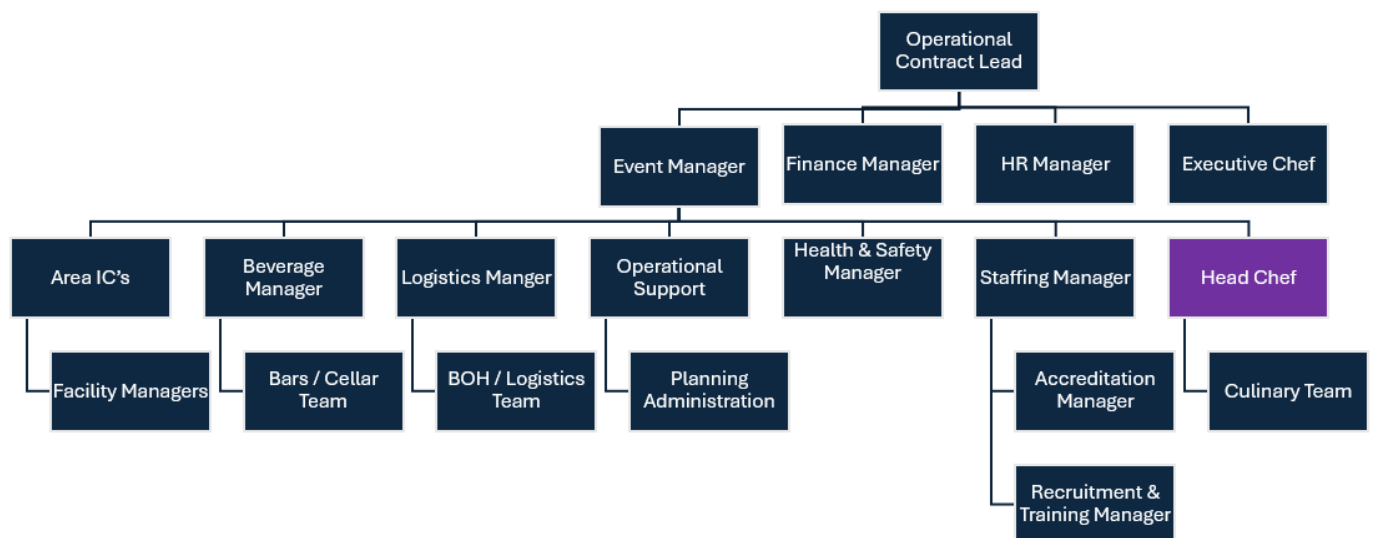
- Purchasing spend is controlled by the Head Chef and relevant Events Manager and Commercial Manager and reported into Executive Chef and Senior Management for the operational event

Staff: Workforce management of up to 100 casual chefs, with a labour spend of circa £150,000

Other:

- Key clients and key stake holders are heavily involved in food offer development, and this role has regular contact with our key clients and we will regularly present and discusses menu innovations with them.
- Purchasing of products only from Sodexo nominated suppliers
- The Chef's home site is based in the main grandstand within the Central Production Kitchen at Ascot Racecourse, High Street, Ascot, Berkshire SL5 7JX
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3. Organization chart – Indicate schematically the position of the job within the organization. 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.

- Management of the workforce
- Build relationships with our client
- Deliver multiple Fine dining offers, running simultaneously
- Time management leading up to, during and post event
- Coordinate all onsite and offsite logistics
- Show innovation through concept and offer delivery,
- Exceed client expectations regarding what can be achieved in a high volume, green field site
- Remain on budget

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

- Champion and deliver the vision and standards of Sodexo Live! and 1711 by Ascot.
- Develop and deliver food offers and menus in partnership with the Executive Chef and Head of Events, ensuring delivery within agreed timescales.
- Source high-quality produce in collaboration with procurement team and key suppliers, meeting event requirements, sourcing objectives, and client KPIs.
- Lead menu development and innovation, creating memorable food experiences that generate positive client feedback.
- Define and communicate event catering concepts, including food, service style, equipment, operational flow, and customer experience.
- Cost menus accurately, managing price fluctuations and product changes to maintain profitability.
- Deliver client tastings and confidently present menu concepts and dishes.
- Balance creative kitchen responsibilities with administrative planning, maintaining strong organisation across both areas.
- Manage the day-to-day operation of event kitchens, ensuring consistency, efficiency, and high standards of delivery.
- Oversee menu specifications, photography, labour planning, rotas, and staffing levels to optimise performance and control costs.
- Lead and inspire the culinary team to deliver exceptional food and service in line with Service Level Agreements and client expectations.
- Ensure compliance with dietary requirements, allergen legislation, food safety, health and safety, and all company and statutory regulations.
- Monitor food waste, drive sustainability initiatives, and support client waste and recycling objectives.
- Manage ordering, stock, budgets, and operational costs to achieve financial targets while minimising waste.
- Complete all required administration, reporting, training, and meetings accurately and on time.
- Work closely with HSE teams to maintain exceptional compliance standards and support Sodexo Live!'s commitment to safety and quality.
- Foster positive working relationships across Sodexo Live! and 1711 by Ascot teams.
- Report incidents, accidents, losses, or operational concerns promptly and take appropriate action.
- Undertake any other reasonable duties

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.

- Ensure client and customer feedback consistently scores the food as excellent
- Menu specifications are detailed and trained ensuring 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 & safety, hygiene, cleanliness, fire and COSHH
- Apply effective coaching, training and development of the team, to drive performance, engagement and retention
- Green Safeguard audit scores are achieved across all sites
- Labour costs and food cost of sale are within agreed parameters

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

Essential

- Demonstrable experience in a high-volume environment in major events
- Fine Dining background gained in hotels, restaurants, or contract catering
- A passionate interest in the catering industry – knowledge of current trends,
- A competent communicator and ability to present to colleagues, peers and clients
- Financial awareness and understanding of a food profit and loss account and articulate how to control food cost and generate a positive food margin
- Evidence of being organised and possess excellent planning skills
- Food Hygiene qualification
- A through understanding of Food Hygiene and Food Safety legislation
- Ability to competently use Microsoft Word, Excel, PowerPoint, and Email
- Proven ability to manage and lead a team of chefs
- Allergen compliant

Desirable

- Supervising Food Safety Level 3 qualification
- IOSH Managing Safely or similar qualification
- Previous Head Chef role or Lead Chef in a smaller operation
- Experience in the delivery of retail food operations
- Production kitchen knowledge and/or experience
- Experience of working with clients in a contract catering environment
- Staff training experience or qualification
- Understanding of all food legislation



8. Management Approval – To be completed by document owner

Version	1	Date	
Document Owner			

9. Employee Approval – To be completed by employee

Employee Name		Date	
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