

Job Description:   
Head Chef

(Junior Ranks Diner)

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| Function: | | | | Defence & Government Services – Colchester PFI | | | | | | | | |
| Position: | | | | Head Chef | | | | | | | | |
| Job holder: | | | | Tbc | | | | | | | | |
| Date (in job since): | | | | Tbc | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Centre Manager | | | | | | | | |
| Additional reporting line to: | | | | Food Services Manager | | | | | | | | |
| Position location: | | | | Colchester PFI | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * Preparation, cooking and service of food to the highest standards as per Company Quality Procedures and Sodexo Defence requirements. * Manage and motivate employees and assist in their training as directed by the Centre Manager. | | | | | | | | | | | | |
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| 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 | | | | | | | | | | |

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| 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. |
| Food Services Manager  Centre Manager  Head Chef |

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| **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. |
| * Effective collaborative working with the Military catering teams on site, if required * Ensure all practices are in line with Sodexo policies and procedures and those set out within Health and Safety and Food safety guidelines/legislation |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * **Finance**   + Manage consumption of ingredients in line with recipe cards and agreed establishment targets, exercising economy of food, fuel and prevention of waste * **Hygiene, Health and Safety** * Comply with all company and client policies, site rules and statutory regulations relating to Health and Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place and correct utilisation of required personal protective equipment.   + Ensure that all equipment is in a safe working order, report any faults to management and ensure equipment is not used until safe   + Attend to and take all necessary action, statutory or otherwise, in the event of incidents or accident, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate * **Personnel and Training**   + Comply with all relevant Sodexo and Client policies and procedures   + Attend team briefs, huddles and meetings   + To attend performance development reviews with your line manager to agree and take ownership of your training and development needs   + Attend company training courses * **General Responsibilities** * Knowledge of all areas which have to be covered in the course of duty. * Prepare, cook and serve food within specified budgets to the standard required by the client within the Statement of Requirement. * Achieve and maintain the presentation and hygiene standards required within Sodexo Defence Services Quality Procedure, and the client. * Manage and supervise Chefs and ancillary staff completing a work roster in conjunction with the Centre Manager taking into account feeding levels and functions. * Ensure all equipment within the area of responsibility is used correctly and training is undertaken in this area, where necessary, and recorded, deficiencies identified and exchange requirements communicated to the Centre Manager. * Plan and cost menus daily and to meet customer requirements liaising with the Centre Manager. * Control all food stocks complying with the correct ordering and delivery monitoring procedures laid down in the Quality System. Undertake regular stock-checks and maintain stock levels as directed. * Ensure Assured Safe Catering principles are followed at all times encompassing legal requirements of the Food Safety Act 1990. All aspects of the foods journey through the system are to be monitored and recorded, to include delivery, freezer and fridges temperature checks. * Comply with the HSWA, Food Safety and COSHH regulations. * Motivate, train and develop staff both as individuals and within the team. * Implement and monitor all aspects of the Quality Control System within the area of responsibility in conjunction with the Centre Manager and Chef Manager. * Assist in other areas of the PFI as and when required. * Role to involve weekend and evening work as and when required. |

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| 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. |
| **Leadership and people**   * You will role model the company values and ensure they are reinforced at every opportunity. You will provide leadership and clear direction on all aspects of your business area, operational and people,   ensuring your own team, deliver on business objectives. You will support in the delivery of the people plan and on the back of this, developing future capability of your front line teams. You will lead by example and champion effective communication. You are responsible for the recruitment, induction and development of your employees and will manage the performance of your team in line with Sodexo HR policy and procedures.  **Risk, governance and compliance**   * You are accountable for full compliance and understanding of all company risk, reporting and governance processes. You will ensure that these are fully applied, complied with and adhered to within own business. You are accountable for cash and stock within your business area and as such are responsible for self and business area adherence to all cash and stock company procedural compliance. You are guardian to Sodexo cash and stock and are therefore responsible for any discrepancies incurred intentional or otherwise.   **Financial management**   * You are responsible and accountable for the financial delivery and performance of your business area in line with annual budgets. You are responsible for ensuring all financial targets are achieved within the framework of absolute financial control. You are responsible for contributing to the monthly financial review process against KPI’s and ensure follow up on all improvement plans to support delivery of budget at local level.   **Relationship management client and team**   * You are responsible for managing local client and customer relationships and developing and maintaining strong business relationships. You must seek to understand the client’s business environment and drivers, developing and maintaining strong relationships and establishing a network of client contacts. You will manage clients proactively and professionally, in line with Clients for Life®, ensuring Sodexo delivers service in line with the client’s business objectives. You will understand the importance the client places on partnering principles and endeavour to establish a dynamic and positive culture for co-operative business relationships and improvements to service.   **Operational management**   * You are responsible for overseeing the operations of your business area and managing its compliance with legal, regulatory and company requirements including the quality management system (QMS). You will effectively manage continuous improvements, taking corrective action where necessary and informing line manager of performance issues. You will ensure robust health and safety procedures are implemented, reviewed and reported on a regular basis.   **Service excellence**   * You are responsible for driving all aspects of service excellence across your business area including brand integrity, quality, compliance, Sodexo’s corporate social responsibility and service standards. You must ensure that you and your team work to recognised and expected standards ensuring the offer is meeting the customer’s needs through full and correct use of company tools. In partnership with subject matters experts you will champion and embed service excellence initiatives across your business area and ensure that all services are aligned to the defence client and customer needs and deliverable within budget.   **Continuous development**   * You are responsible for continual development and improvement for the catering services, resulting in improved services, increased sales and reduced costs. Continually monitor financial performance (e.g. supply chains, sales, labour, expenses, internal issues) to ensure that the pre-set budget figures are maintained and improved. When variances occur, to provide written explanation of costs and implement action plans for correction |
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential**   * Demonstrate experience of working in a similar role within the service industry at a comparable level in a company * Management knowledge of health & safety and food safety * Able to demonstrate working knowledge of MS Office (Word, Excel and Outlook) * Proven experience in catering sector, including stock management, cash control and customer service * Able to demonstrate attention to detail and adherence to standards * Must have one of the following qualifications or equivalent:- BSC (Catering), MHCIM, HND, City and Guilds 706/1 and 2, NVQ level 2 and 3 and possess an intermediate level food safety certificate * Analyse problems analytically, develop opportunities and implement innovative solutions   **Desirable**   * IOSH qualification or equivalent * Proven experience of managing client relationships * Proven track record of leading, managing and developing a team * Experience of working in a military environment |
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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 |  | |