



## Job Description: Sodexo Live!

Function:	Food Services, Stadia
Position:	Senior Head Chef - BHAFC
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Executive Head Chef
Additional reporting line to:	
Position location:	Brighton & Hove Albion Football Club

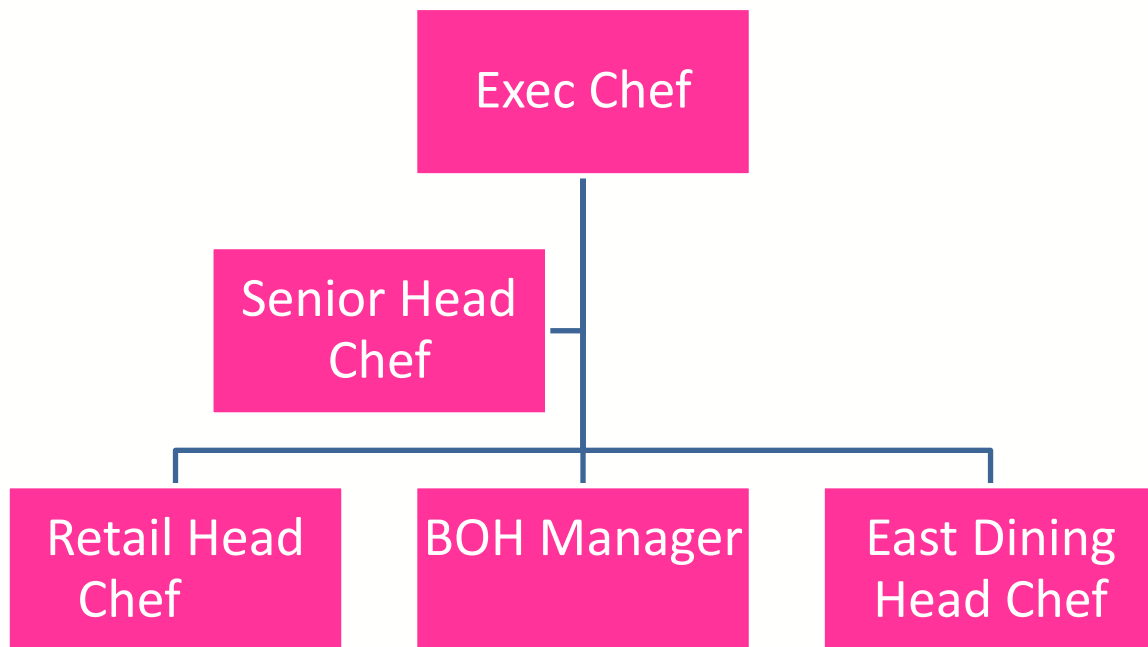
### 1. Purpose of the Job – State concisely the aim of the job.

- Responsible for all food production across BHAFC Stadium, including Football match days, 1901 Retail, Conferencing & Events
- Create and develop menus, food purchase specifications and recipes.
- Develop food craft on site, and with teams in each catering area.
- Develop and monitor food and labour budgets for each department.
- Maintain highest professional food quality and sanitation standards.
- Work alongside the Executive Head Chef providing support and back up with the day to day on site operation.

### 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.

Leading C+E operations  
Leading matchday operations –  
Hospitality Cost of goods 2026/2027:

**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.

- Delivery of a consistent level of service, as per the contract specification
- Ensure the methods of food storage, preparation, production, presentation and service comply with Sodexo's standards.
- Delivery of GP / Food costs within budget
- Compliance to regulations relating to safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH.
- Client retention and satisfaction
- Staffing – Working within tight labour budgets

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

- To ensure prompt and efficient preparation and service of all aspects of food facilities.
- To maintain satisfactory relationships at all levels with the Client organisation.
- To ensure the effective day to day running of all kitchen and preparation areas.
- Meets and exceeds company Food GP budget
- To ensure all kitchen staff have been trained on dish specification and how to achieve food margins
- Ensure the appropriate food stock levels are met and not over ordered – (Appropriate supply and demand)
- Maintain and develop relationships with suppliers.
- Ensure if any, that all sub-standard food is returned with the appropriate paperwork and the supplier contacted
- Supplier issues to be cascaded to senior managers
- Appropriate control of HACCAP
- Use of nominated suppliers as set out by the company
- Monitor all food purchases and good stock control
- Specification of all dishes and menus
- Ensure purchasing is kept within budget, to deliver effective COS
- Deploy stock rotation systems to minimise waste
- Monitors and controls stock levels – daily, weekly and monthly ensuring there are no shortfalls
- Liaise with the Executive Head Chef regarding menus and catering of external and internal functions
- Create and deliver tailor made and exciting menus in line with customer requirements.
- Any other duties commensurate with this position and as directed by the Executive Head Chef.

**Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”**

- Effects financial performance to budget and actual costs compared to forecasts
- Ensuring best practice procedures and policies are consistently applied throughout the kitchen
- Profit margins and targets are met or exceeded.

**Client and Customer satisfaction in food is improved and maintained**

**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.

- There is a positive team culture where all team members work together and support each business area as required.
- Develop long-term client relationships in line with the 'clients for life philosophy' to enhance the retention of current clients and customers, gain referrals for new business and attract new customers.
- Service Standards across site are either in line with or above our client's expectations and reviewed on an ongoing basis.

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

**Essential**

- Ability to achieve and set standards and to work to budget
- Good interpersonal skills and ability to communicate effectively with customers, clients, and staff
- Excellent time management and organisational skills
- Ability to work well under pressure
- Multi-unit management
- Previous experience of managing a team of 5 chefs
- Level 3 Food Hygiene Certificate
- Expected to work all match days

**Desirable**

- Industry acumen and knowledge of catering developments & innovations
- Previous Head Chef experience
- Knowledge of Sodexo IT Systems (or equivalent online systems)
- Menu planning



**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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