



## Job Description: Sodexo Live!

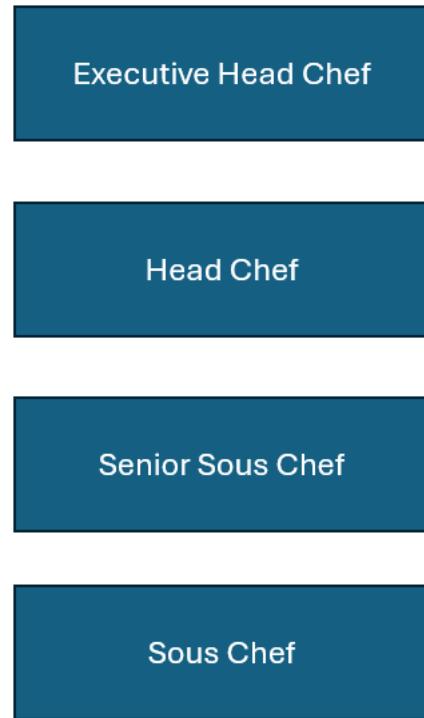
Function:	Sodexo Live!
Position:	<b>Sous Chef</b>
Job holder:	Sous Chef
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head Chef
Additional reporting line to:	Executive Head Chef
Position location:	Newcastle United F.C.

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

- To work with the Executive Head Chef and Head Chef to lead the culinary delivery at St. James' Park Stadium, including match days, events, client tastings, chef management, food safety compliance and operational standards
- Develop food offer strategy in line with current and emerging consumer needs and market trends.
- Own, define and maintain culinary development plans, as well as leading change management processes
- Maximise profitability within area of responsibility and deliver required financial and service level results
- Drive innovation and continuous improvement of people, systems, processes and food offer

### 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.

**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 consistent levels of service, within the Company's standards, to support contract specifications, 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 and consumer retention and satisfaction
- Development and succession planning of culinary talent segment growth

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

- Assist the Head Chef in overseeing kitchen operations, ensuring efficiency and high-quality food production.
- Lead the kitchen team during service, ensuring that dishes are prepared and presented to the required standards.
- Monitor food preparation and cooking processes, maintaining consistency in quality, flavour, and presentation.
- Collaborate with the Head Chef to develop new menu items and enhance existing offerings based on member feedback and seasonal availability.
- Ensure compliance with health and safety regulations, food hygiene standards, and proper handling of all kitchen equipment.
- Manage inventory and stock levels, ensuring timely ordering of ingredients and proper storage practices to minimise waste.
- Train and mentor junior kitchen staff, helping them develop their culinary skills and ensuring adherence to kitchen standards.
- Assist in managing food costs and portion control, ensuring that kitchen operations remain profitable and within budget.
- Participate in regular team meetings to discuss kitchen performance, menu changes, and service improvements.
- Continual innovation is demonstrated with regards to menu and offer development
- Present each menu design at relevant client tastings and be able to speak passionately about each dish

**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.

- To develop and deliver projects set by clients in the agreed timescale in conjunction with the Executive Head Chef and Head Chef
- To create the menu design process and provide innovation that drives positive PR, positive client feedback, increased revenues or win new business.
- To fulfil an active role within the wider events team – contribute to team activities, discussions and decisions to grow and improve the events business.
- To be able to manage all aspects of the kitchen on a day to day basis

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

Essential:

- Experience in a high volume environment – major events or large scale banqueting operation
- Fine dining background gained in hotels, restaurants or contract catering
- A passionate interest in the catering industry – knowledge of current trends, well read, eats out in interesting restaurants on a regular basis, talks about and gets excited about food
- 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 positive food margin
- Level 3 Food Hygiene qualification
- Proven ability to manage and lead a team of chefs

Desirable:

- Supervising Food Safety Level 3 qualification
- Experience in the delivery of retail food operations
- Production kitchen knowledge and/or experience
- Staff training experience

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

Version	1	Date	06/02/2026
Document Owner			

**9. Employee Approval** – To be completed by employee

Employee Name		Date	
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