

Job Description: Kitchen Manager



Function:	Sodexo Live
Position:	Kitchen Manager NUFC
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Executive head chef NUFC
Additional reporting line to:	Head Chefs
Position location:	Newcastle United Football Club

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

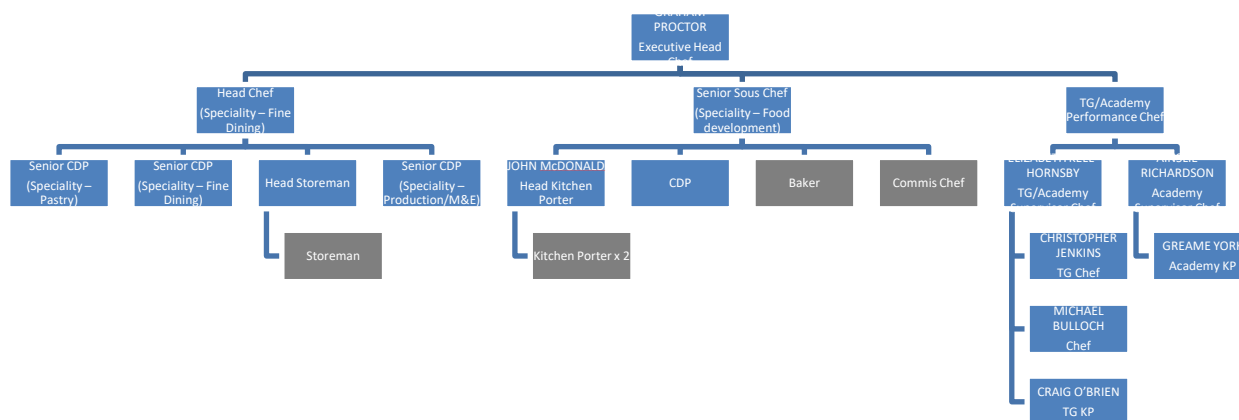
- To manage the flow of stock at the CPU through responsible order writing, order placing acceptance of deliveries, fridge and store management and monthly stock taking
- Liaise with procurement to ensure the CPU and ad hoc sites are working within set parameters
- To oversee the general upkeep of the building and being responsible for all maintenance works to be carried out
- To oversee the day to day management of health and safety in the CPU in conjunction with the Executive Head Chef, Head Chefs & Senior Sous Chefs
- Support fixed and ad hoc sites with all aspects of Health & Safety
- To take responsibility for variable overhead management in all areas relative to the role such as; maintenance, equipment purchases, equipment repair and PPE, and ensure they are in line with budget and forecast
- To proactively manage the relationship between the kitchen and logistics team.
- To maintain kitchen porters teams are set up and clear down as according to set up plan

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 FY17	£tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	n/a
		EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	Gemma Arnfield
		Cash conversion:	tbc						

Characteristics

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 regulations, guidelines, practices that are to be adhered to.

Managing a large volume of deliveries on a day-to-day basis

Ensure all problem deliveries are dealt with promptly

Work in conjunction with the Senior Sous and Sous chefs to achieve food spend target each month

Overseeing the writing and placing of orders in line with the company's best practice Dry Stores & chemicals

Time management during season

Rotating Kitchen porter up to 4 weeks ahead on going

Ensuring all maintenance work reported

Ensure all relevant health & safety and food safety records are up to date, and all periodic checks are carried out

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

Manage daily additions	
Manage time target	
To oversee the process of deliveries on a daily basis, the correct recording of any due diligence and the correct processing and storage of the produce	
Oversee fridge and storeroom management to ensure that all produce is correctly labelled and rotated	
Manage the stock take at each month end and ensure all stock is accurately recorded	
Input all stock into the correct spreadsheets	
Ensure the correct process is followed by all members of staff when making none food purchases including the use and processing PO forms wherever necessary	

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.

Management of Health and Safety

- To take responsibility for daily safety walks and work with the relevant team members to action any hazards found
- To work with all relevant team members to ensure all due diligence is kept complete and up-to- date
- To work with all relevant team members to ensure that all periodic checks are carried out and recorded properly
- To take responsibility for making any Health and Safety information, paraphernalia, communications or literature re ad hoc sites
- To use authority of position to advise and instruct any employee or visitor who is not working or behaving in line wi
- Oversee all weekly, monthly, yearly and other periodic safety checks including weekly alarm testing
- Oversee weekly waste monitoring and act upon and issues found
- Working with the Head Chef and Senior Sous Chef to undertake any duties necessary for the CPU to function successfully
- To carry out deliveries of food, equipment and/or people to events if required
- All food deliveries are quality checked, recorded and stored in the correct manner
- Monthly stocktakes are carried out promptly and accurately
- All building maintenance and equipment repair is carried out as and when required, organises correctly and delivered within forecast/budget

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

- Demonstrable experience in a high volume environment – major events or banqueting operations
- IOSH Managing Safely or similar qualification
- Food Safely Level 3 qualification
- Full UK Driving Licence
- A competent communicator and ability to present to colleagues, peers and clients
- Understanding of produce, quality, suppliers and food cost
- An intermediate level Food Hygiene qualification
- Understanding of produce, quality, suppliers and food cost and competence in understanding forecasts, budgets and
- Evidence of being organised and possess excellent planning skills

Ability to competently use Microsoft Word, Excel, PowerPoint and email	
Proven ability to manage and lead a team	
Supervising Food Safely Level 3 qualification	
Show a passionate understanding of the food service industry	
Staff training experience or qualification	
Understanding of food costing's	

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> ■ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ■ Leadership & People Management
<ul style="list-style-type: none"> ■ Rigorous management of results 	<ul style="list-style-type: none"> ■ Innovation and Change
<ul style="list-style-type: none"> ■ Leadership & people management 	HR Service Delivery
<ul style="list-style-type: none"> ■ Commercial awareness 	Learning and Development
<ul style="list-style-type: none"> ■ Growth, client & customer satisfaction / quality of services provided 	Rigorous management of results
<ul style="list-style-type: none"> ■ Employee Engagement 	Business Consulting
<ul style="list-style-type: none"> ■ Brand Notoriety 	Innovation and change

9. Management Approval – To be completed by document owner

Version		Date	22.07.25
Document Owner			

10. Employee Approval – To be completed by employee

Employee Name		Date	
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