

Job Description

Chef Nuffield

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| Function: | Healthcare  |
| Job:  | Chef |
| Position:  |  |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Catherine Davia Chef Manager |
| Additional reporting line to: |  |
| Position location: | Nuffield Hospital Shrewsbury |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| Deliver a high-quality service to patients and staff 365 days a year. To ensure food is delivered in a clean safe environment ensuring all areas of Sodexo, EHO and Nuffield policies are adhered to. |
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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 FY16: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Number of staff  |  | 7 |  |
| EBIT margin: | tbc |
| Net income growth: | tbc | Services  |  | Catering |  |
| Cash conversion: | tbc |
| Characteristics  |  |

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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. |
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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. |
| * Ensure services at the Nuffield remain within remit are managed to contractual and legal requirements and to budget.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Order all provisions in line with Sodexo ordering policy.
* Use internal recipe system to ensure all recipes are followed to spec.
* Ensure that all areas of the kitchen and food service areas are kept clean and well maintained. Reporting any defaults to line manager and maintenance dept.
* To ensure completion of all the Sodexo paperwork, e.g. temperatures cleaning rotas, electrical checks, COSHH, HACCP, SMS checks using app etc.
* To complete drive information ensuring menus are planned, allergen information is completed.
* Print off weekly allergy reports and ensure all manual allergens are completed.
* To join the kitchen team to achieve the desired results driving forward service excellence and delivering quality ensuring that recipes and spec are adhered to.
* To ensure all members of the kitchen team are trained using the Sodexo GREAT training and competency checked.
* Communicate with team via a team huddle.
* Attend Sodexo meetings.
* To support in the completion of rota, and complete training in Sodexo wages systems
* To complete the client billing sheet
* Complete daily cashing up in accordance with Sodexo trading procedures
* Close accounts at agreed times
* Comply with any reasonable request by your line manager in the required time.
* Complete any reasonable request by Nuffield in the required time.
* Comply with PPDS regulations.
* Ensure Feedback from patients and staff is to the highest standards.
* Site is 7 days a week, so a mix of morning, evening and weekend shifts are required to be covered.
* Attend work in line with company’s person hygiene policy, with a clean intact uniform
* To ensure unit stores and other potential areas of loss are always secured according to instructions laid down by management
* To assist in any special functions that may occur outside working hours
* To report and customer complaints or compliments and take some remedial action as soon as possible
* To report any incidents of accident, fire, theft, loss, damage, unfit food or other irregularities and to take appropriate action
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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. |
| * Achieve Patient Satisfaction results as per client KPI
* Positive Patient Satisfaction comments
* Pass internal Nuffield audits
* Acquire a 5 star EHO audit
* Acquire a green safeguard result
* Monthly P&L in profit

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Level 3 Food Safety
* Managing Health & Safety
* F.S.A.Allergy Trained
* Organised and able to deliver on time
* Track record of developing and leading a team
* Good written and verbal communication
* Proficient with Microsoft office suite
* Previous management experience in delivering results
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
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| * Commercial Awareness
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval  |
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| Version |  | Date | 30/7/2025 |
| Document Owner | Anthony Thackray  |

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