**Job Description: Culinary Director**

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| Function: | | Marketing & Culinary | |
| Position: | | Culinary Director | |
| Job holder: | | TBC | |
| Date (in job since): | | TBC | |
| Immediate manager  (N+1 Job title and name): | | Marketing Director | |
| Additional reporting line to: | | N/A | |
| Position location: | | No fixed place of work – travel required across the UK required | |
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| **1. Purpose of the Job** – State concisely the aim of the job**.** | | | |
| * Senior leader responsible for the delivery of the food, beverage and retail transformation within Sodexo Live! UK&I – co-creating and owning with support from Marketing and Divisional Directors a culinary strategy to improve the financial, quality and operational performance of all sub-segments and ensure that food & beverage “takes pride of place” * Act as the guardian, gatekeeper and champion for the Food Philosophy which should be the overarching context for all food and beverage activity and decisions across the business * Ensure that all stakeholders remain aligned to the Food Philosophy and that the seven pillars are imbedded in our food & beverage offers * Challenge the status quo and create a culture that continually brings fresh insight, innovation and concepts to the existing teams. * Act us the ambassador and face of the Sodexo Live! culinary function * Direct management of the in-segment craft teams to ensure resources are structured and allocated in line with demands of the business delivery and the overarching Sodexo Live! strategy * Create a single team approach for craft and ensure that best practice is shared between sub-segments and accounts. * Act as the Sodexo Live! single point of contact for the Food Platform. Support and challenge the Food Platform relating to shared functions (food management system, supply, central initiatives), and be active in the National Craft Forum * Champion and lead a food and retail innovation mindset throughout Sodexo Live! to inform offer development * Ensure culinary strategy, DNA as defined in our Food Philosophy and standards are consistently maintained and pushed higher * Development and implement a culinary, people strategy, that supports the retention, nurturing and development of craft talent within the business, as well as working with external partners and education providers in attracting fresh talent to Sodexo Live! always in line with segment recruitment policy * Champion H&S and effective management of allergens and legislative compliance * Guardian of all works and comms between Sodexo Live! and the food & beverage procurement team, articulate segment requirements and ensure a fit for purpose supply chain. * Own and manage relationships between celeb/guest chefs and subject matter experts across the Sodexo Live! business * Own and manage any strategic partnerships relating to food and beverage across the business * Work closely with BD team to deliver innovative, market leading, achievable bids, with the culinary strategy at the front and centre | | |
| **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. | | | |
| Characteristics | * Senior member of the team and good communicator with the ability to communicate at board level, and with front line teams * Track record of working within fine dining environments and at scale * Foodie – passionate and excited by food trends, concepts and innovation * Ability to lead and motivate teams and bring them on the journey * Highly motivated and driven * Ability to manage several complex projects simultaneously * Relentless in driving standards upwards * Motivated by looking at new ways of working, thinking differently and by being brave * Ability to balance quality and innovation with commercial outcomes * Calm under pressure and a role model for the culinary teams | | |

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| **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. |
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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. |
| * Balancing creativity and innovation with commercial outcomes and menu development processes * Holding all stakeholders true to the Food Philosophy and Food Strategy as the overarching context for our approach to Food & Beverage * Raising our profile as a market leader in all spaces which we operate * Shaping talent to ensure right people in the right roles and reducing duplication of effort * Driving margin improvement and revenue growth * Delivering business excellence, embracing compliance and standardisation without undermining innovation * Ensuring the correct support from internal Sodexo support functions that support the very specific Sodexo Live! ambition |

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| **5. Main assignments –** Indicate the main activities / duties to be conducted in the job. |
| * Deliver the food, beverage and retail strategy * Co-creating and owning a culinary strategy to improve the financial, quality and operational performance of all sub-segments and ensure that food & beverage “takes pride of place” * Continue to embed the Food Philosophy to be the overarching context for all food and beverage activity across the business * Develop alongside the Head of Food Development industry leading training and development programme for our chefs across the retail, hospitality and C&E food offer * Deliver the retail food offer strategy to drive innovation, revenue growth, profitability and improve customer satisfaction working alongside the Marketing, Divisional and Account Director team * Management of the Food Platform across the segment and work with Sodexo support functions to deliver this across the business * Delivery of industry leading insight and trends process and continuous improvement * Strategy support at client tasting, dishes presentation and tender process * Support the business development team with culinary offer tender responses and presentations for both growth and retention opportunities * Management of food ordering, waste management and allergen systems, ensuring compliance and consistency across all sites * Alignment with all segment food health and safety policies, budget and labour controls |
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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. |
| * Deliver food, beverage and retail strategies and offers that meet the needs of our clients and Sodexo Live! commercial objectives. * Implementation of the correct culinary structure to support our objectives. * Improve and instil standards across the business, with the Food Philosophy and Food Strategy at the heart of everything we do * Manage the relationship with Service Ops to be more efficient without compromising innovation. * Imbed the Food Philosophy through the Sodexo Live! business * Compliance with all legislative processes |

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| **7. Person Specification** –Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Senior Leader in fine dining, hospitality and retail food offers combined with industry knowledge * Financial acumen in driving margin improvement and revenue growth * Experience in leading and transforming teams remotely and venues * Leader in innovation, creativity and new concept roll-out aligned to business strategy * A passionate, energetic individual who loves food and delivering presentations on insights and food trends * Proven and extensive knowledge and experience of the premium restaurant sector or venue and sporting market * Ability to communicate at all levels and have excellent presentation skills |

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| **8. Competencies –** Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Food innovation, change and menu development | * Leadership & People Management of disparate teams | | * Rigorous management of financial results | * Analytical thinking | | * Culinary Notoriety | * Team working | | * Commercial Awareness | * Resilience | |

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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | 21st February 2025 | | Document Owner | Nicci Clarke | | | |

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| 9. Employee Approval – To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |