

Job Description: Sodexo Live!

Function:	Kitchen Operations
Position:	Sous Chef
Job holder:	Sous Chef
Date (in job since):	
Immediate manager (N+1 Job title and name):	Executive Head Chef Darren Kelly
Additional reporting line to:	Account manager
Position location:	Headingley Stadium

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 Headingley 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.

Executive Head Chef

Head Chef



Senior Sous Chef

Sous Chef

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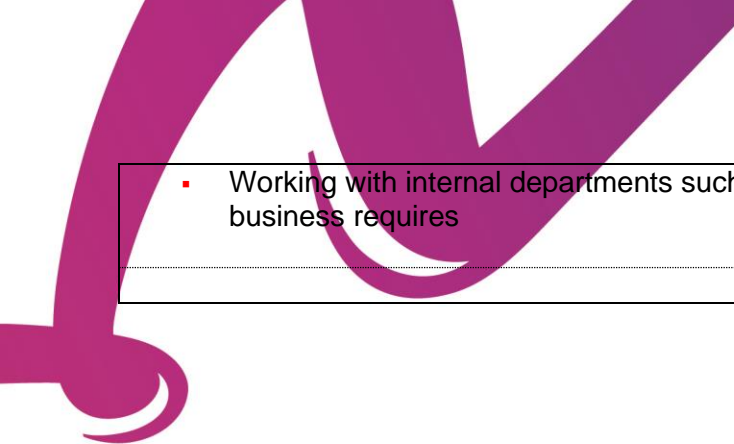

4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Innovation and high level food offer concept delivery and design that is continually ahead of/on trend with relevant markets
- 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 of supplier relationships to support the business strategy
- Development and succession planning of culinary talent
- Segment growth

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

Offer Development

- Creative development of all offers across site, aligned to growth strategy
- Specifically to ensure that the venue remains ahead of the market in understanding and delivering creative and relevant innovation
- 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

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- Working with internal departments such as Marketing and Operations to define the offers that the business requires

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 understand and demonstrate the vision of the Prestige Events Team
- 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 stand in for the Executive Head Chef and Head Chef as necessary
- To be able to manage all aspects of the kitchen on a day to day basis
- To plan and manage the casual labour requirements for the kitchen operation in conjunction with the Staffing Manager and Finance Manager

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
- IOSH Managing Safely or similar qualification
- Previous experience in Head Chef role or Senior Sous Chef role
- Experience in the delivery of retail food operations
- Production kitchen knowledge and/or experience
- Experience of working with clients in a contract catering environment
- Staff training experience

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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