

# Job Description: Head Chef



Function:	Independents by Sodexo
Job:	Head Chef
Position:	Head Chef
Job holder:	
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	Catering Manager
Additional reporting line to:	Account Manager
Position location:	Churchers College Senior School

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

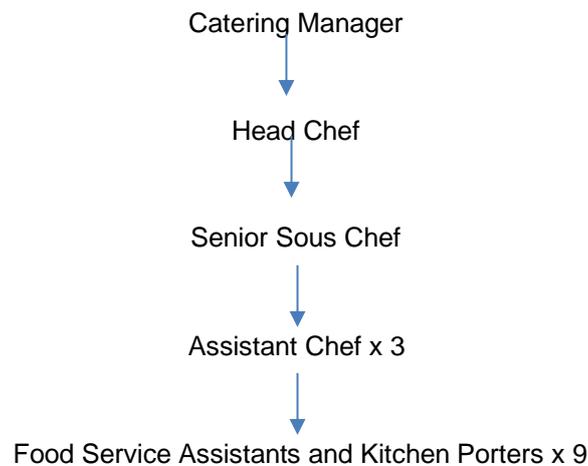
To ensure prompt and efficient service of all catering and hospitality to the company standard and client's satisfaction.  
To maintain the cleanliness and hygiene standards of all catering areas, ensuring the legal and company standards are met.

To ensure the segments fresh food principles are applied to all areas of the business.

To continually seek to provide and innovative and cost-efficient service to the client.

To lead the kitchen team to deliver a best-in-class catering service for Churchers College

### 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.

- Organise and lead the preparation and presentation of all meals service at the required times and to the required high standard.
- During preparation and service periods to take an active role in ensuring that excellent levels of service are delivered to the customer.
- To liaise with the management team to organise any special functions as required, some of which may occur outside of normal working hours.
- To ensure that the company and statutory regulations pertaining to the safe and hygienic operation of the kitchen areas are adhered to by all members of staff and visitors in the absence of management.
- To liaise and work alongside the appropriate department to arrange all hospitality requests in a professional and timely manner.
- To implement and maintain the team working hours.
- Ensuring all orders, receiving, checking and storing of deliveries are carried out correctly.
- To ensure all allergen information is pertinent, available and continually updated and daily briefings are held.
- To ensure all staff are always working hygienically.
- To ensure kitchen team meetings and briefings are carried out in a manner that ensures effective communication and that all parties are provided with the appropriate information.
- To support the Catering Manager in the recruitment and HR of the kitchen team.

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

- To take all necessary steps to ensure maximum security of the kitchen, store, office, and any other areas under Sodexo control.
- To ensure end of day services and cleaning down of all kitchen areas are completed and recorded correctly.
- To work alongside the Catering Manager to monitor the performance of staff and provide training and coaching as necessary.
- To ensure all food preparation is completed with due care and attention and all Sodexo allergen processes are adhered to with regards to special dietary requirements.
- To work alongside the Catering Manager to control and monitor the food costs as laid down in the budget.
- To carry out any reasonable request by management.
- To manage the team and operation in the absence of the Catering Manager as required.

**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.

- Achievement of company and client budget, where all variances are suitably explained to a level acceptable to the Catering Manager.
- Comply with Company and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH.
- To effectively engage the kitchen team in team huddles and 1-2-1 meetings.
- To ensure the delivering and daily updating/monitoring and accountability of the allergen management process
- Near miss and accident and safety walks reporting to ensure achievement of Health and Safety standards

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

- Experienced senior chef who has led and operated in a busy, client facing environment.
- Direct leadership experience of chef/kitchen team.
- Ownership and accountability of the role and that of their team.
- Computer literate
- Ability to work efficiently and competently in a busy environment.
- Excellent time management and organisational skills
- Able to demonstrate positive attitude to self-development, willingness to learn in the role and identify own training needs.
- High level of self-motivation and recognition of a flexible approach to the role.
- 706/2 or NVQ chef qualifications, or equivalent
- Strong leadership skills to motivate, communicate and all elements to lead a team.
- Strong ability to undertake all appropriate training to further both skill and knowledge within the role held.

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

▪ Client, Customer Satisfaction & Quality of Services provided	▪ Leadership & People Management
▪ Management of results	▪ Innovation and Change
▪ Brand Notoriety/Promotion.	▪ Employee Engagement
▪ Commercial Awareness	

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

Version		Date 14/01/2025	
Document Owner	Natalie Davies/Beverley Speirs		