

Job Description:   
Cleaning Operative

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| Function: | | | | Facilities Soft Services | | | | | | | | |
| Job: | | | | Chef de Partie | | | | | | | | |
| Position: | | | | C**hef de Partie** | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Catering Manager | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | HMP Bronzefield | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To assist in the preparation and cooking of meals in accordance with approved recipes and Sodexo policies and procedures. * To supervise prisoners in the production of meals and day to day kitchen duties * To maintain all health and safety and food safety regulations within the kitchen * To Maintain all Sodexo standards and SoW | | | | | | | | | | | | |
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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 FY13: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Add point | | | | | | | | | | |

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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. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Supervision of prisoners working within the kitchen environment, ensuring compliance with H & S, food safety, allergens, SoW and cleaning. * Ensure all food is prepared and handled in accordance with the relevant guidelines. * Completion of all paperwork requests within the department and wider prison context. * Assist in the preparation and cooking of meals for 550 prisoners. * Maintain all food safety/ Health and Safety regulations. * To follow instructions given by Catering Manager. * To challenge negative behaviour with the support of the PCO’s. * Assist with tool checks on regular intervals through-out the day. * To ensure all relevant policies and procedures, such as Security, Health and Safety are adhered to. * Monitoring and quality control of all work produced by prisoners to maintain standards required. * Assist in maintaining efficient and secure receipt, storage and issue of foods and provisions and maintain documents related with these systems. * Undertake duties as required by the Soft Service Manager or Catering Manager that will contribute to the effective operation of HMP & YOI Bronzefield |

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| 5. 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. |
| * A flexible and responsive attitude * Willingness to innovate and demonstrate self-motivation. * Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion * Participate in training as required to keep up to date with all mandatory and refresher training. * Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and procedures. |

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| 6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Suitable qualifications for example City & Guilds 7061/7062 or equivalent NVQ level. * Food hygiene and H & S certificates * Experience in ‘bulk’ catering or high-volume catering. |

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| 7. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided |  | | * Rigorous management of results | * Innovation and Change | | * Brand Notoriety |  | | * Commercial Awareness |  | | * Employee Engagement |  | | * Learning & Development |  | |

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