

Job Description

Function:	Culinary
Position:	Executive Head Chef
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Venue Services Director
Additional reporting line to:	
Position location:	Hampden Park

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

- To provide management and leadership to the kitchen team and related activity at Hampden Park
- To appropriately manage the onsite teams, ensuring food production and services are delivered at a consistently high standard to meet the requirements and expectations of our venue partners and the end customer
- To ensure good kitchen financial management processes are in place and completed at Hampden Park
- To embed a culture of safety, diversity, and inclusivity across all of our operations, working in collaboration with our venue partners
- To plan and prepare, for all events including the creation and pricing of menus to include seasonal changed.
- Prepare for future C&B and stadium events both large and small scale designing menus driving efficiencies where possible
- To strategically manage the operation in collaboration with the senior team to successfully deliver the venue KPI's and Profit targets.
- To support in the development of the product offering within the stadium and manage relevant supplier relationships such as food, concession, equipment suppliers.
- To liaise with the on-site client on stadium events attending relevant meetings and communicating clearly to the on-site Sodexo Live team.
- Manage site specific catering requirements for Meetings and Events, match day hospitality services and teams in accordance with the Contract and SLA's in place
- To develop and inspire customers with creative menus and dining experiences that are best in class
- To evolve the culinary experience stadia wide to maintain Hampden as a Best in Class culinary experience.

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

- Maximise the profitability of the contract within area of responsibility and deliver the required results
- Lead, develop, manage and motivate a high performing team to the agreed standards
- Support the Venue Services Director in the development of business strategy in line with current and emerging consumer trends
- Manage and support onsite teams to ensure we deliver amazing customer service, always looking for ways to innovate and drive change
- Work in collaboration with the sales teams to deliver agreed sales & profit targets developing the offering to support current trends.
- Ensure that both, internal Sodexo Live! and our venue partner, business deadlines and targets relevant to your area are delivered.
- Lead the team and take responsibility when needed, act with initiative, demonstrate energy and enthusiasm
- Demonstrate a high level of thought leadership and act as change agent.
- Be a champion of safety & diversity within your teams and drive the Zero Harm Mindset
- Internal and external food ambassador for Hampden Park
- Develop Profitable food ranges stadia wide

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

- Ensure your area of the business is performing to agreed financial targets.
- Financial planning of annual budgets and monthly forecasts and stock takes.
- Costs are being controlled by promoting efficiencies to assist in the control of labour costs
- Business, contract delivery and client risks managed in controlled and structured manner
- All food safety documentation is in place and upto date including training
- Continuous improvement plans in place for product development.
- Relevant development strategies and plans are in place together with controls and governance to ensure delivery of said plans. Connect strategies to overall business plan as well as market and client demand changes
- Measurably strong client & customer perception and satisfaction with quality of food delivered
- High levels of client engagement via demonstrably strong relationships built on mutual respect and trust
- Manage relevant P&L to deliver and exceed budget, commitment registers kept up to date, purchase orders raised and authorised appropriately and business is traded correctly and on time
- Organic growth opportunities identified and converted
- High levels of team engagement
- Recognised leader within the business and respected specialist in specific market sector
- All relevant standards in the operational audits are effectively passed by the business units such as Safeguard audits, Unit Business Health Checks and Mystery Shops as well as all food safety documentation, record and audits.
- Maintain high performing teams, demonstrated through the EPA, talent and succession planning processes and staff engagement surveys and IIP accreditation

4. 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.

- There is a positive team culture where all team members work together and support each business area as required.
- Develop long-term client relationships in line with the 'clients for life philosophy' to enhance the retention of current clients and customers.

- Service Standards across site are either in line with or above our client's expectations and reviewed on an ongoing basis.
- Management of kitchen standards and control to ensure delivery of all financial metrics
- Accountability for all Health & Safety, Food Safety, stock security
- Support the culinary development in segment
- Development and delivery of food innovation, new menu ideas and offers at Hampden Park

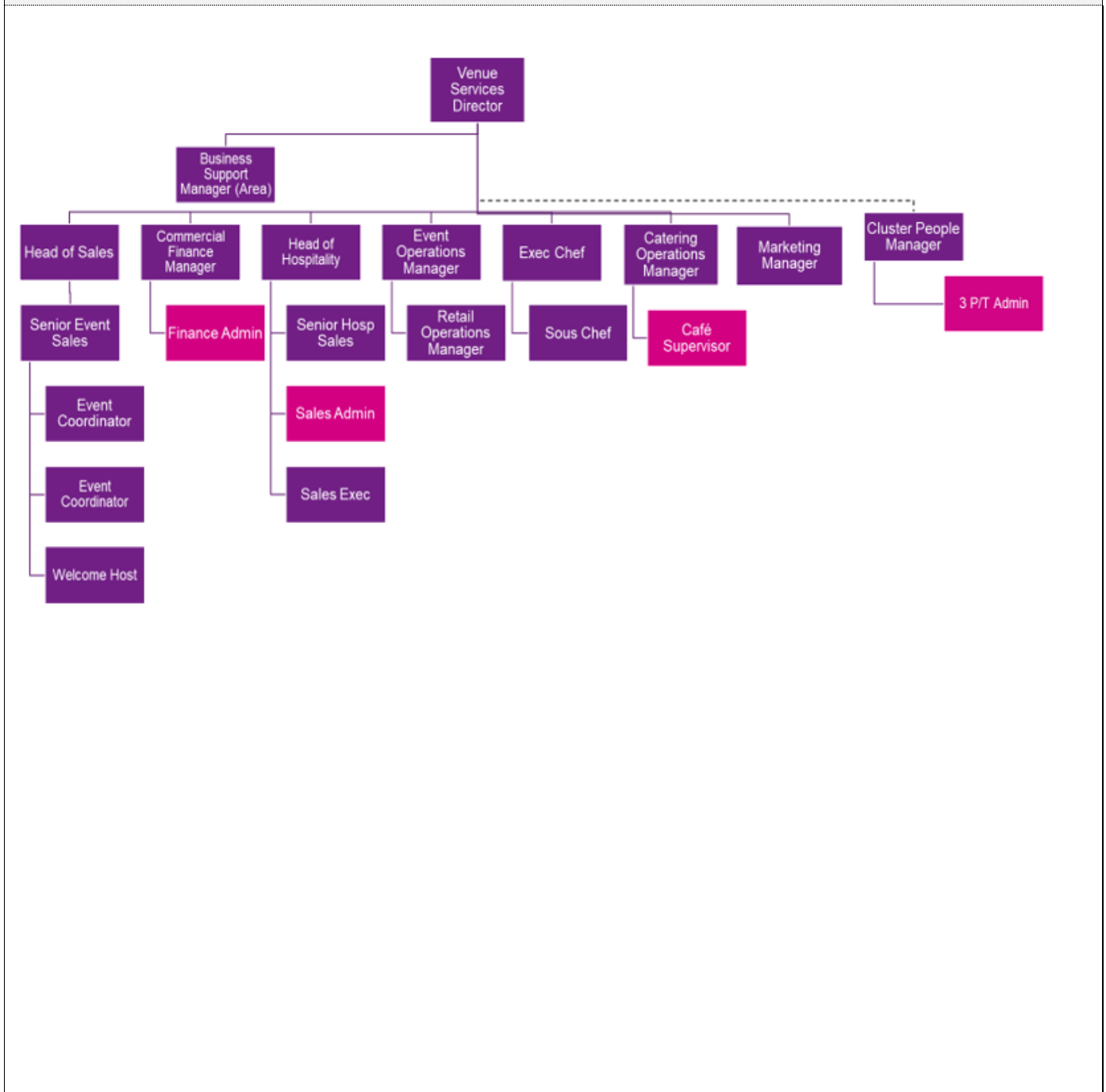
5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Delivery of Catering Related Revenue withing the stadium
-

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- High standard of literacy and numeracy
- Expertly manage senior client relationships
- Highly developed verbal and non-verbal communication skills
- Proven experience in managing P&L accounts and driving profitability
- Management of large and diverse teams, premium restaurants and sporting market
- Manage multiple workloads and shifting priorities
- Demonstrate resilience when faced with multiple business challenges
- Excellent interpersonal skills and ability to communicate effectively with customers, clients and employees at all levels
- Background in conference and events
- Good knowledge of food safety, health & safety, requirements
- Self-motivated and able to work on own initiative within a team environment
- Lead on innovation new concepts and food standards for venue aligned to business strategy
- Fine Dining Experience
- A passionate energetic individual who loves cooking an delivering seasonal, on trend food

7. 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.



Levels

	▪
--	---

Received:

Date:

Date:

Job holder

Immediate Manager