

Job Description: Sodexo Live!

Function:	Food Service & Development Stadia
Position:	Executive Chef
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Melvyn Funnell-Strange
Additional reporting line to:	Andy Hare
Position location:	Brighton & Hove Albion Football Club

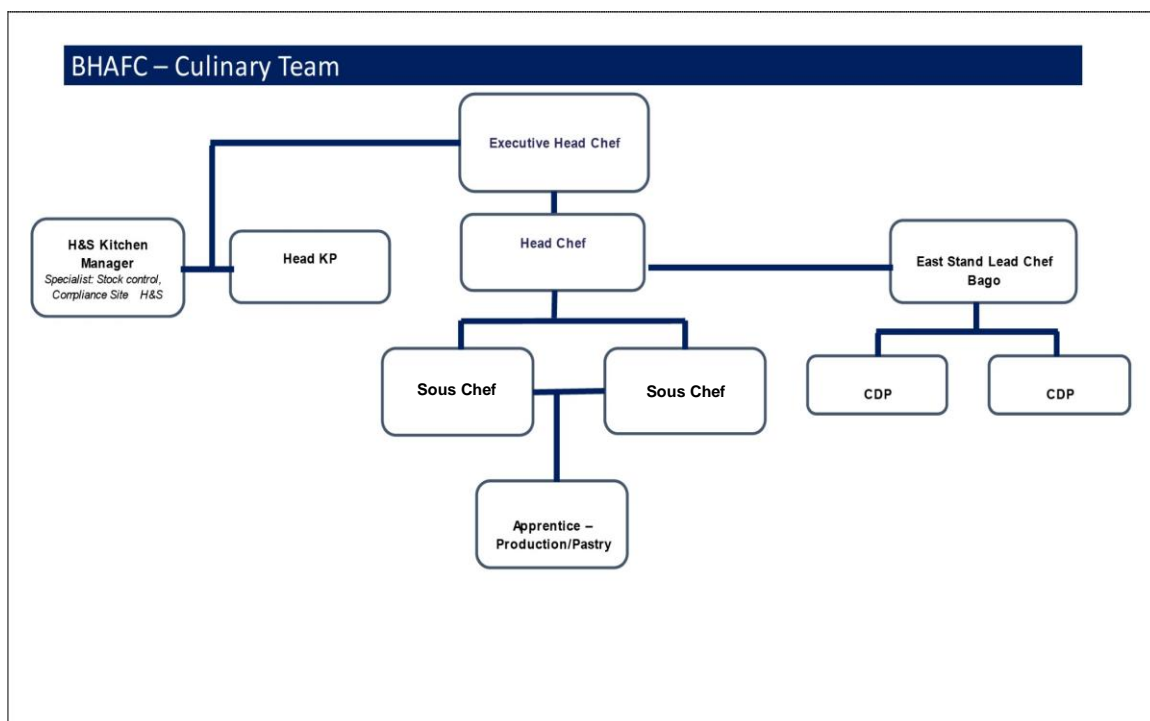
1. Purpose of the Job – State concisely the aim of the job.

- Responsible for all food production across the stadium to include match day restaurants, boxes & 1901 club areas, East Stand, The Terrace and all other Catered Events.
- Create and develop menus, food purchase specifications and recipes.
- Develop food craft on site, and with teams in each catering area.
- Develop and monitor food and labour budgets for each department.
- Maintain highest professional food quality and sanitation standards.

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.

- Leading a team of 7 fixed team chefs & 40 plus matchday chefs to deliver multiple offers & service styles across the venue on matchdays
- Managing P&L financial accountabilities
- Leading the culinary team to deliver x amount of none matchday events per year

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.



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.

- Purchasing – obtaining good COS across the site
- Staffing – working on tight labour budgets
- Health & Safety – Ensure food safety and H&S legislation is kept up to date and accurate across the site

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

- Be accountable for all aspects of the kitchen operation – financial, legislative, and managerial, etc.
- Be aware of the overall running of the business in conjunction with both the General Manager and the wider culinary group team ensuring all communication is passed through to the rest of the kitchen brigade and all necessary actions completed.
- Be the face of the kitchen brigade; set and maintain high standards of food quality in terms of taste, presentation and service in a style which Sodexo is renowned for.
- Direct and motivate the kitchen brigade with the Head Chef, delegating and communicating responsibilities effectively, utilising weekly management meetings, briefings etc. setting goals and deadlines.
- Support the Account Management team by being directly involved with both internal and external clients regarding menus and tastings.
- Develop, write and cost menus in line with COS targets annually for all areas of the business. Aspire to create dishes that are at the fore front of culinary trends.
- Create SOP documents in line with menu production to ensure standardisation or dishes from the ordering process, to allergen management through to final presentation.
- Be accountable for all stock control systems within the kitchen stores following company stocktaking procedures.
- Work with the Training Manager to support the recruitment process and development of the kitchen brigade at all levels. Strive to have a passionate, award winning team; known to be the best in the business.
- Be responsible for the entire kitchen brigade from The Head Chef through to Kitchen Assistant/kitchen porters. Ensure all daily health and safety, food safety documents are completed and that high levels of cleanliness are achieved.
- Manage and control labour costs in line with set budgets.

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.

- Ensure that financial targets are met or exceeded
- Ensure that all members of the kitchen brigade are fully aware of and achieve their objectives
- Liaising with the Executive Team, monitor results in all areas of the business, look at effectiveness of producers and discuss and implement any ideas or innovations
- Communicate with General Manager in respect of personal development, training, appraisals and long term objectives
- To be aware of and ensure that those responsible to you are aware of all legislation that is relevant to your work and ensure that all legal requirements are met including: Health and Safety at Work, Food Safety, Allergens, COSHH, Environmental Health, Fire Precautions and any others and adherence to all Company Policies

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

NVQ Lever 1,2 & 3 in Culinary Arts or equivalent
 Excellent planning skills
 Diploma in "Advanced Food Hygiene"
 Management of a team
 Presentation skills
 Financial awareness

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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