

# Job Description: Executive Head Chef



Function:	Schools – Independent and Private
Job:	Executive Head Chef
Position:	Executive Head Chef
Job holder:	TBC
Date (in job since):	
Immediate manager (N+1 Job title and name):	Catering Manager
Additional reporting line to:	
Position location:	St Leonards School ,St Andrews, Fife

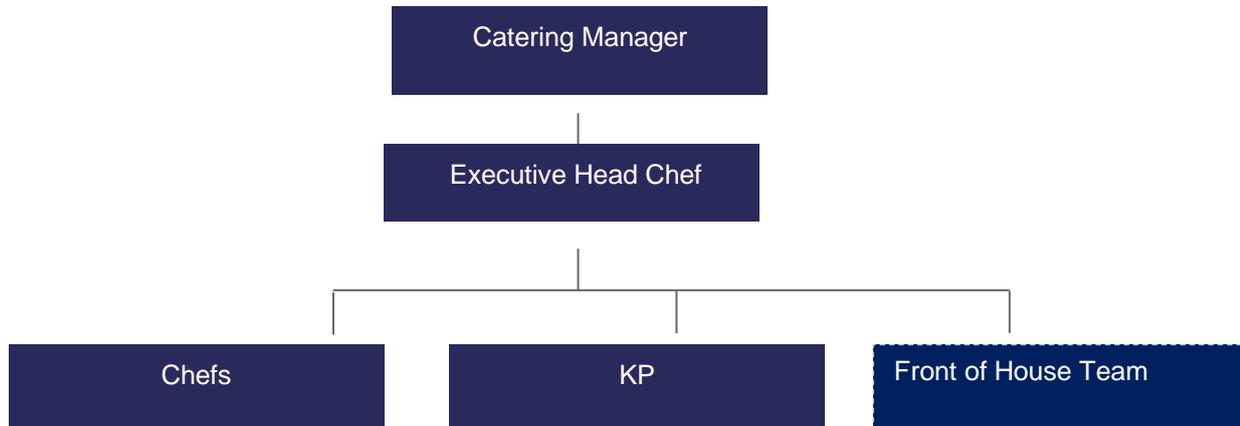
## 1. Purpose of the Job – State concisely the aim of the job.

- To be the very visual and approachable culinary figurehead
- To be responsible for the timely and efficient preparation of all core feeding, retail and hospitality within all catering areas and venues within the School
- To ensure this food production meets both Sodexo's standards of Independents by Sodexo and the client expectation of delivering the very best food and service in the independent school sector
- To be a real foodie and inspire others around you to get excited about food and culinary creativity – this may be the chef team, the front of house team or students whom we feed
- Embed DRIVE recipe management system
- To champion Food Safety and Health and Safety across the business
- To inspire – the client team, colleagues, clients and visitors
- To be a Sodexo ambassador by promoting Sodexo and the value it brings to St Leonards School, allowing the client to focus on their core business of providing education. It is our role to support the environment students live and work in to do the very best academically
- To be hugely financially aware – seek out commercial value in purchasing, give value for money within budget parameters and challenge cost and revenue generating opportunities to achieve improved performance
- To Inspire, train and develop kitchen brigades that believe in themselves and are examples of internal promotion through hard work and commitment

## 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 FY23:	EBIT growth:	Growth type: n/a	Outsourcing rate:	n/a	Region Workforce	tbc	
	EBIT margin:		tbc				
	Net income growth:		TB C%	Outsourcing growth rate:	n/a	HR in Region	tbc
	Cash conversion:		tbc				
Characteristics	<ul style="list-style-type: none"> <li>▪ St Leonards is a co educational boarding school</li> <li>▪</li> </ul>						

**3. Organisation 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.

- Management of client staff – day to day engagement and inspiration and longer term training and development
- Delivering food standards in multiple venues in both large (student dining) and small numbers (for fine dining). Innovation and providing “Joy and Creativity” is key.
- Effective financial control of client food and labour budgets
- Exceptional execution of all food hygiene and health and safety systems
- Recognising and adapting our offers to differing customer groups – students, parents, prospective students and families, academic staff, support staff, senior management, visitors and commercial let customers
- Developing a group culture and utilizing skills and sharing best practices

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

- Coordinate and direct all culinary activities in St Leonards and other locations in which we are asked to cater.including supporting the team within the boarding houses
- Manage and control the services to the agreed specification and to the agreed performance, qualitative and financial targets.
- Manage a team to increase the Client and Sodexo’s revenue opportunities i.e. commercial opportunities, labour efficiency and generate the GOP within retail operations.
- Supply Chain Management – ensure value for money is achieved through robust management of purchasing.
- Nurture client relationships in order to stabilise & develop them for long term partnerships
- Recruit, induct and develop talented employees within the kitchens and, if necessary, firmly and fairly manage poor performance.
- Identify opportunities for organic growth and new business.

- Exceptional management of Food Hygiene, Health, Safety and Environmental Legislation using the Sodexo Safety Management System.
- Responsible for driving Continuous Improvement and innovation to realise the expectations of the Catering Director
- Strategic and technical support – professional advice to customers, peers and the team.
- Ensure planning, costing and implementation of all menus on the Recipe Online planning tool ensuring all menus are balanced, provide variety and seasonality, exhibit innovation and current trends and are financially robust.
- To control the client labour budget ensuring personnel are scheduled against business needs in a cost effective manner.
- To champion the Fresh Food from Scratch Standards ensuring St Leonards is the unrivalled site for colleagues to see and shows off the very best to prospect accounts and visitors alike.
- To role model the “Focus on Five” management behaviours – Communication, Recognition, Performance, Training and Development and Clear Direction.
- To exhibit the values of both Sodexo
- To establish and maintain productive working relationships with individuals at all levels within the School and Sodexo.
- To interview, recruit, induct, and manage staff according to the needs of the site and within the procedures laid down by the company and/or college. To have special regard to the welfare of your team and to organise regular and effective staff briefings, keeping minutes at all times
- To take a keen active interest in and deliver added value development for the Chefs and personnel employed by the School
- To engage with key client groups - “Walk the Floor” during service periods and engage and interact with clients, colleagues, and any visitors. Attend pupil food committee meetings each half term
- To be an active (site based) member of the Chef Development team for Independents by Sodexo by contributing dishes and recipes, attending meetings, assisting with projects and tender presentations.
- To represent Sodexo at industry events.

**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.

- High levels of satisfaction and feedback from the client groups – Students, Parents, Visitors, College Staff, Lets Business and Commercial Events organisers.
- Consumption costs and budgetary controls are on target or better
- Contract renewed
- High levels of staff engagement and morale
- Regular introduction of innovation and “surprise and delights” that excite both clients and staff

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

**Essential**

- NVQ level 2 Food Production certificate or equivalent
- Intermediate Food Hygiene certificate
- IOSH Managing Safely
- Strong level of literacy and numeracy
- Experienced Chef who has operated in a busy, client facing environment
- Good communication and interpersonal skills and the ability to be an effective team player
- Flexible, with the ability to work under pressure and across a range of shifts and service times

- Direct management experience of chefs / kitchen brigade
- Clear, strong and effective leadership style
- Strong ability to increase individuals' effectiveness through leadership, motivation, communication, coaching and training
- Excellent time management and organisational skills
- Ability to set and maintain standards

**Desirable**

- Ability to review problems analytically, develop opportunities and implement innovative solutions / approaches
- PC literate
- Advanced Food Safety or Health and Safety qualification

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

<ul style="list-style-type: none"> <li>▪ Growth, Client &amp; Customer Satisfaction / Quality of Services provided</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leadership &amp; People Management</li> </ul>
<ul style="list-style-type: none"> <li>▪ Rigorous management of results</li> </ul>	<ul style="list-style-type: none"> <li>▪ Innovation and Change</li> </ul>
<ul style="list-style-type: none"> <li>▪ Brand Notoriety</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Commercial Awareness</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Employee Engagement</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Learning &amp; Development</li> </ul>	

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

Version	1.2	Date	23/04/2024
Document Owner	Amanda Vettese		