Job Description: Head Chef

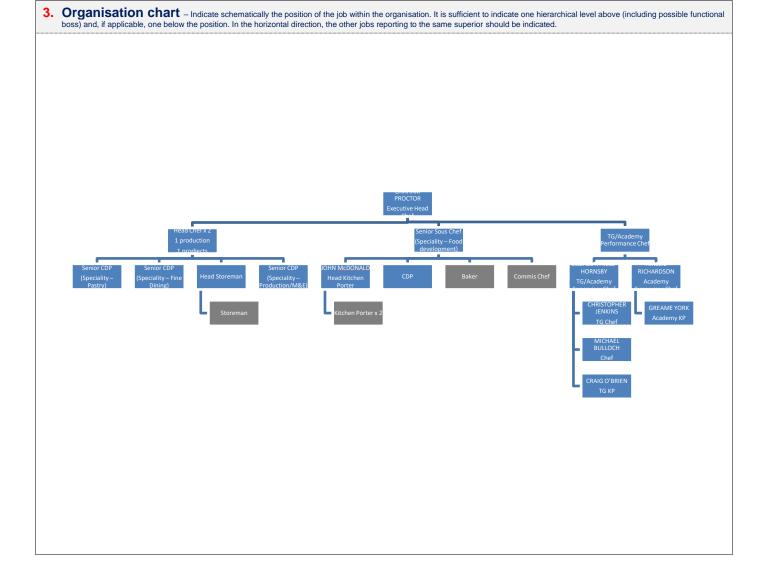


Function:	Prestige Sports & Leisure
Position:	Head Chef NUFC Projects
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Executive head chef NUFC
Additional reporting line to:	
Position location:	Newcastle United Football Club

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

- To ensure prompt and efficient production/ preparation and service of meals to the Company and Client's satisfaction
- To demonstrate innovation in our food service offers
- To manage the cleanliness and hygiene and oversee all health and safety of the operation to the required standard
- Manage and control purchasing and labour costs to achieve annual budget

Revenue £tt		EBIT growth:	tbc	Growth type:	n/a	Outsourcing	n/a	Region Workforce	n/a
	Ctho	EBIT margin:	tbc			rate:			
	£IDC	Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	Gemma Arnfield
		Cash conversion:	tbc				II/a		



- **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.
 - Fluctuating levels of business which vary between match days and non-match days
 - Late orders / notice of dietary requirements
 - Intense levels of business during peak periods
 - Volume of decision makers in terms of menu tastings
 - A diverse and well established customer demographic who can be resistant to change
 - Multiple on site operations all happening at the same time
 - Liaising with multiple suppliers
- **5. Main assignments** Indicate the main activities / duties to be conducted in the job.
 - Ensure an accurate weekly accounting process with the commercial team that allows a review of budget, forecast and actuals in real time
 - To take responsibility for running the culinary operation at NUFC in the executive head chefs absence
 - Ensure that all costs and expenditure are within the budgeted levels. Control all costs such as food, labour, expenses, cash purchases as agreed with your line manager.

- Continual innovation is demonstrated with regards to menu and offer development
- Training and development of the team is given a focus for performance, engagement and retention
- Green Safeguard audit scores are achieved across all areas of the site
- Lead the team to ensure the prompt and efficient preparation, production and service of all meals and breaks at the required time, being provided to the standard of the food service offer to our Customers and Sodexo's satisfaction.
- Support the executive head chef in the creation of new menu concepts and offers
- Support the executive head chef at all client/customer tastings
- To ensure that all food is prepared with due care and attention, particularly in regard to customers' special dietary requirements including Allergen information production and recording per event
- Control staff rota and division of staff based on the days menu production to ensure efficient utilisation of staff
- Monitor waste, ensuring that it is kept to a minimum and action plans are put in place as necessary.
- Ensure all staff are trained in the use of equipment as required.
- Manage the ordering process for the site.
- Compliance to company and statutory regulations relating to "SEMS" safe systems of work, health & safety, hygiene, cleanliness, fire, COSHH and purchasing
- Ensure that the Company's standards of cleanliness are achieved and maintained in all areas in conjunction with the cleaning schedules and ensure they are signed-off to ensure compliance by department manager.
- Comply with all Company & local authority policies, procedures and statutory regulations including Human Resources, site rules, Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place
- Participate in any necessary training and team meetings as required to complete job responsibilities
- Work as a team to promote harmonious working relationships within the Sodexo team
- Report immediately any Near Miss incidents or accidents, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate
- Looking forward in food renovation
- Setting up projects in retail, new builds, new ideas in what we can do within the food industry using the whole of the stadiums kitchens and production areas
- · Staff training & retention
- Staff development
- Running checks on kitchens on match days & prep days
- Working closely with stadium catering to build on the offer we have, moving it forward and help with kitchen design front and back of house
- Carry out other reasonable tasks as directed by management
- 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.
 - Working within agreed cost parameters
 - Client/customer satisfaction
 - Comply with company and statutory regulations
 - Develop a good understanding of the sites requirements
- 7. Person Specification Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Previous relevant experience
- IOSH Managing Safely
- CIEH Level 3

8.	Competencies	- Indicate which of the	Sodexo core comp	petencies and any	professional com	petencies that the role requires
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 Growth, Client & Customer Satisfaction / Quality of Services provided 	Leadership & People Management
Rigorous management of results	Innovation and Change
Brand Notoriety	
Commercial Awareness	
Employee Engagement	
Learning & Development	

9. Management Approval – To be completed by document owner

Version	Date	05.07.23
Document Owner		

10. Employee Approval – To be completed by employee

Employee Name	Date	