

**Job Description:**

**Lead Chef**

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| Function: |  |
| Position: | Chef |
| Job holder: | NA |
| Date (in job since): | NA |
| Immediate manager  (N+1 Job title and name): | Angela McDevitt, General Manager |
| Additional reporting line to: | Kate Kolorus, Café Manager |
| Position location: | Portrait Gallery |
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| 1. Purpose of the Job – State concisely the aim of the job. | |
| To lead the kitchen team in delivering high quality seasonal dishes with consistency and creativity while managing kitchen operations, maintaining food safety standards and ensuring menu profitability in line with company style and standards. | |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Plan and develop, update menus * Oversee daily kitchen operations * Lead and motivate the kitchen team * Maintain food costs * Collaborate with front of house * Kitchen cleanliness |

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| 2. 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. |
| * Maintain quality under pressure * Menu development within margins * Staffing challenges * Supply issues * Customer complaints * Food safety * Time management |

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| 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. |
| * **Consistently deliver high quality food** * **Effective kitchen management** * **Profitable menu execution** |

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| 2. 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. |
| * High Volume * Seven days a week |

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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| * Previous leadership experience * Strong track record in menu development * Experience managing food costs |

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| 2. 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. |
| General Manager  CAFÉ Manager  Lead chef – Role required  Sous chef  Commis chef  Kitchen Porter |

**Levels**

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Received:

Date:       Date:

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Job holder Immediate Manager