Job Description: Senior Sous Chef



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

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

- Develop food offer strategy in line with current and emerging consumer needs and market trends
- 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

	EBIT growth:	tbc			Outsourcing	- /-	Design Werkford		
Revenue	£tbc	EBIT margin:	tbc Growth rate:	n/a	Region Workforce	n/a			
FY18/19	LIDC	Net income growth:	tbc	type:	n/a	Outsourcing	n/a		Alexis
Ca	Cash conversion:	tbc	-		Outsourcing growth rate:	n/a	HR in Region	Kennedy	



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.

- To work with the Executive Head Chef, Head Chef & Development Chef to lead the culinary delivery at St James Park, including match days, events, client tastings, chef management, food safety compliance and operational standards
- Develop food offer strategy in line with current and emerging consumer needs and market trends.
- Present each menu design at relevant client tastings and be able to speak passionately about each dish
- Own, define and maintain culinary development plans, as well as leading change management processes
- Specifically, to ensure that the venue remains ahead of the market in understanding and delivering creative and relevant innovation
- Maximise profitability within area of responsibility and deliver required financial and service level results
- · Drive innovation and continuous improvement of people, systems, processes and food offer
- 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 absence of the Executive Head Chef and Head Chef
- 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.

- To ensure that all food is prepared with due care and attention, particularly in regard to customers' special
- 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.
- 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
- Carry out other reasonable tasks as directed by management

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.

- Working within agreed cost parameters
- Client/customer satisfaction
- Comply with company and statutory regulations
- Develop a good understanding of the site's 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
- Experienced in fine dining & production
- Good people management skills

8. Compe	etencies – Indicate which of the Sodexo core competencies and	any professional competencies that the role requires
	 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							
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10. Employee Approval – To be completed by employee						
Employee Name		Date				