

Job Description: Cook/Caterer



Function:	Facilities Management
Job:	Catering Team
Position:	Cook/Caterer
Job holder:	TBC
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	Chef Supervisor
Additional reporting line to:	
Position location:	HMP Northumberland

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

- To carry out & instruct kitchen prisoners in the preparation of meals in accordance with approved recipes and menus for a diverse population.
- To ensure food premises are kept clean and well maintained.
- Supervise kitchen prisoners in cleaning activity to maintain high standards of sanitation, safety, health standards and security.
- Conduct searching of goods received.
- Control knives and tools using the kitchen security procedure. (Full training given)

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 FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics

3. Organisation chart – Indicate schematically the position of the job within the organisation. 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.

Catering Manager

Team Leader

Chef

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.

- Ensure all food is prepared and handled in accordance with food safety standards
- Assist to maintain efficient and secure receipt, storage and issue of foods and provisions and maintain documents related with these systems.
- Complete kitchen journal daily
- report any defective equipment to ensure repairs are processed efficiently.
- Ensure prisoners comply with cleaning procedures and stock rotation.
- Ensure all prisoners and visitors adhere to Sodexo Health & Safety procedures and the Food Safety Act 1990
- To instruct and oversee the daily workload of prisoners
- Ensure meal production timescales are met.
- Assist with stock taking
- Maintain liaison with all other departments within the establishment.
- conduct food service spot checks to ensure all food legislation and portion control is adhered to.
- Maintain awareness of security, health and safety at all times and report and issues to the appropriate department promptly.
- Perform any other duties that are assigned for the development of the establishment.

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

- Ensure compliance with HACCP and food safety standards are adhered to for all food storage and preparation.
- Assist to maintain efficient and secure receipt, storage and issue of foods and provisions and maintain accurate documentation.
- Complete all relevant daily paperwork

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.

- A flexible and responsive attitude
- Enthusiasm for the subject area
- Willingness to innovate and demonstrate self-motivation
- Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion
- Participate in training as required in order to keep up to date with all mandatory and food safety refresher training.
- Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and procedures
- Requirement to obtain a successful security clearance.

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

- Up to date knowledge of Food Safety Standards.
- Experience and training in Allergen Awareness to current legislation
- Awareness of Calorie Counts within a variety of menus
- Suitable catering qualifications for example City & Guilds 7061/7062 or equivalent NVQ level.
- Intermediate level of food hygiene certificate.
- Experience in 'bulk' catering or catering for large numbers.
- The ability to support the Director in delivering an effective and efficient catering service.
- Ability to work as part of a team and as an individual

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

Continuous Improvement	Dynamic approach to delivery whilst under pressure
Working as a team preferably in a custodial setting	
Knowledge of Catering e.g City & Guilds Qualification	
Understanding Diverse Groups	
Ability to be Flexible	

9. Management Approval – To be completed by document owner

Version	1	Date	Aug 24'
Document Owner			