

Job Description



Function:	Operations - Shetland
Position:	Chef Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	SVT – GSM
Additional reporting line to:	Head of food Deployment
Position location:	

<p>1. Purpose of the Job – State concisely the aim of the job.</p> <p>As a key member of the Sodexo Energy & Resources Management Team ensure all facilities management services are delivered to agreed contract specifications to ensure the Sodexo Energy Resources/client alliance is sustained and prospers.</p>
--

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

- Ensure all duties and responsibilities are undertaken in full compliance of the health and safety at work act, all other applicable regulations and all industry standards and guidance notes
- All food to be prepared and cooked off to the agreed standards in the agreed amounts and passed to hot press as requested
- Ensure that standards relating to food and cleaning service are maintained at all times, strict attention is paid to the requirement of the food safety act (particularly undertaking and recording of temperature controls and overall food hygiene)
- Ensure specific menu planning requirements are adhered to and standards relating to food and cleaning service are maintained at all times
- Ensure the ordering of foodstuffs and the prompt service of all meals at required times to Company and client specifications
- As required, undertake all aspects of culinary requirements to the appropriate standards
- Ensure that personal working hygiene standards and those of staff for whom you are responsible meet both the company and statutory requirements
- Ensure budget requirements are adhered to and the efficient use of all resources is achieved, this can include; managing and rotating stock to ensure food safety and minimum wastage and achievement of contract food costs, managing galley cleaning rotas, menu compilation and galley waste segregation
- Ensure all catering equipment is operated and maintained in a safe and clean manner and report any defects
- Report any incident of fire, loss, damage unfit food and other irregularities or contract deviations and take such corrective action as may be delegated
- Attend any meetings and/or training courses as may be necessary
- Attend client and Company training courses as deemed necessary
- Fully support and participate in all client and company Safety Initiatives
- Identify personal training requirements
- Taking personal responsibility for closing identified development gaps and future requirements
- Carry out any additional duties and any other tasks as requested, which are within your competency and which form part of the service to the client, such as the unloading of containers

HSE Responsibilities

- Fully support and participate in all client and Sodexo safety initiatives.
- Attend HSE meetings as and when necessary.
- Personal competencies are known, understood, adhered to and updated on an ongoing basis. Produce a personal safety contract.
- All members of the team embrace Sodexo and client's health and safety procedures, and these are known, understood and adhered to and all change processes are managed effectively.
- As the focal point for the team that a lead by example culture is adopted including all reporting mechanisms

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.

- Ensure that all services are delivered to the standard required, as set out in Sodexo proposals to the client.
- Consistently meet all budget requirements by ensuring efficient use of all resources and maximum performance
- Anticipate current or future business opportunities.
- Lead the onsite Sodexo team with regards to training and active involvement to achieve maximum results.
- Setting an example, act as focal point for ongoing complete compliance relating to all health, safety and environmental issues.
- By action and appropriate delegation ensure all Sodexo systems are adhered to relating to people, finance and safety.
- Attend from time to time Client and Sodexo training courses as deemed necessary.
- Provide back up and support for appropriate emergency response duties in accordance with client safety and emergency procedures.

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.

- Direct the work of the Sodexo crew on board the installation to quality control staff to ensure all have required competencies for the role so that product inspection procedures are enforced and recorded.
- Develop a positive safety culture and safety measures, no accidents, input of hazard cards/client cards to reduce the rate of accidents.
- Monitor what technical services projects Sodexo could complete, refurbishment accommodation projects to ensure that projects are identified and following through to completion according to specification/requirements.

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.

- Catering for a small POB Average 30 with max POB 45
- All culinary service periods covered over the 24 hours with a small catering team (3)

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

Hygiene Health and Safety

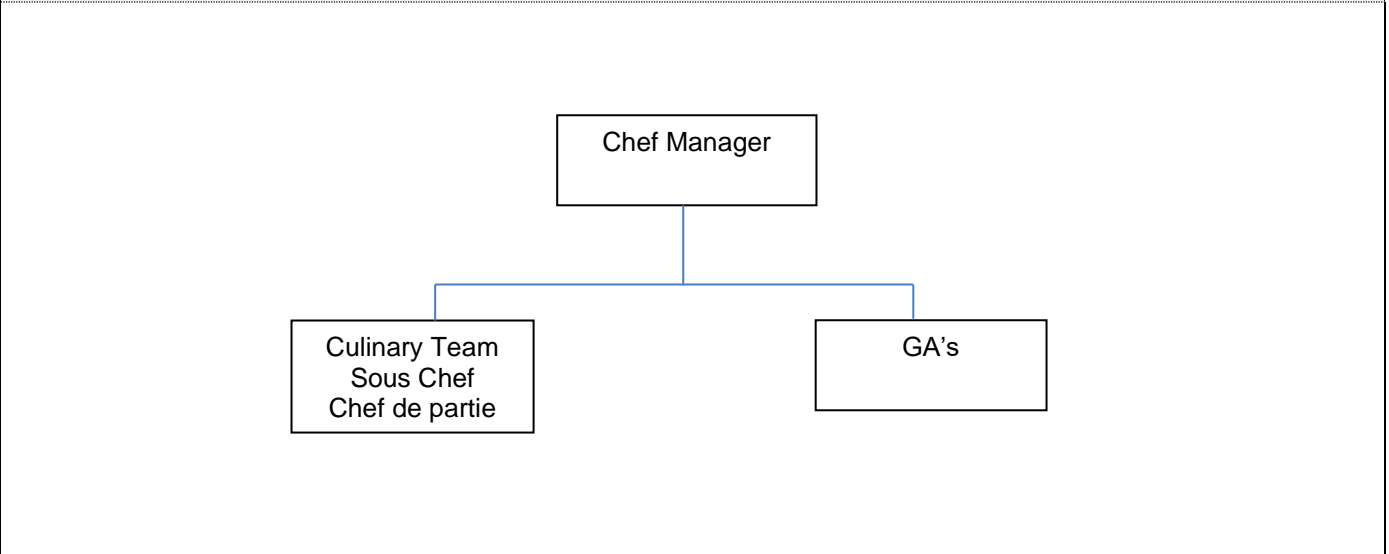
- If not already held, expectation that within three years of Company Induction Institute of Occupational Safety and Health (IOSH) – Managing Safely to be obtained

Food Hygiene and Safety (must hold one of the below)

- Royal Institute of Public Health and Hygiene (RIPHH) Certificate in Food Hygiene and Safety, or
- Royal Environmental Health Institute for Scotland (REHIS) Intermediate Certificate in Food Hygiene, or
- Chartered Institute of Environmental Health (CIEH) UK Certificate in Food Hygiene

- Catering (must hold one of the below)**
- City & Guilds 706/1 and 2 or
 - NVQ Level 2 Food Preparation or
 - Five Scotvec Catering Modules and two years of experience in catering management and Basic Food Hygiene and Safety Certificate or
 - Three years industry related experience

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.



Received:

Date:

Date:

Job holder

Immediate Manager