

# Job Description: Chef - Priory



Function:	Healthcare
Job:	Chef
Position:	<b>Chef</b> Priory Hospitals
Job holder:	XXXX
Date (in job since):	XXXX
Immediate manager (N+1 Job title and name):	XXXX – Chef Manager
Additional reporting line to:	Angel Angelov – Regional Manager Peter Smith – Regional Manager
Position location:	Priory Hospital XXXX

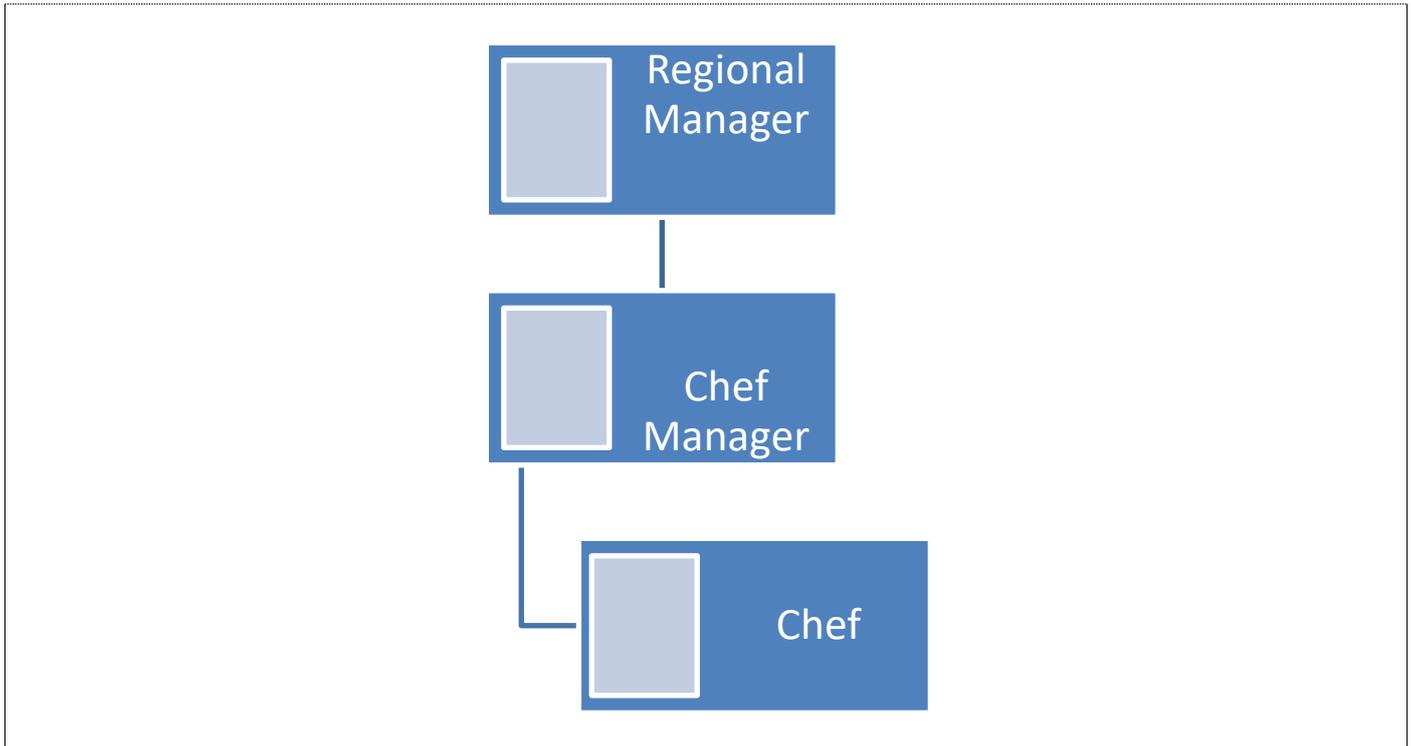
### 1. Purpose of the Job – State concisely the aim of the job.

- To manage a customer focussed patient catering service provided at on of The Priory Hospital.
- To ensure that the patient catering service is delivered to the contractual agreement in an efficient and effective manner and in compliance with all relevant legislation and Company Policies.
- To perform duties and carry out tasks as trained by and instructed by the Sodexo manager.

### 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 FY23:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Number of staff	4
		EBIT margin:	tbc				Services
		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.



**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.

- Prepare and cook dishes according to recipes and specifications
- Comply with all Company and hospital policies and procedures, and statutory regulations, including health and safety, safe working practices, hygiene, cleanliness, fire, COSHH.
- Support staff orientation and team training and development.
- Ensure the kitchen is clean and organised
- Assist with set up and service of hot and/or cold meals from steamtables and countertops.
- Sanitise and clean workstations and equipment.
- Clean all Sodexo maintained areas to a high standard
- Use equipment safely
- Be responsible for a variety of tasks, from removing waste to checking stock and updating records
- During meal times, serve where needed and restock food from counters and steam tables, tidy up stations, and follow recipes or product instructions to estimate food requirements.
- Breakdown stations at the end of meal periods or service
- Attend any and all Sodexo and Priory specific training is delivered within correct timescale for site specific training.

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

Main assignments include but are not limited to the below

- Have full working knowledge of the areas within the hospital which are covered by the Patient Dining & Retail Services..
- Accountable for Allergy Management and food preparation
- Ability to work in a standing position for long periods of time
- Maintain and deliver a quality meals according to set recipes and menus.
- Responsible for compliance on food and H&S legislation, taking necessary actions within area of responsibility
- Ensure that health and safety standards are understood and delivered across the site.
- Ensure that Health and Safety is managed in accordance with all legislation and Company and Client standards, policies and procedures. Ensuring they are working safely at all times, that all non compliance is reported to management
- To ensure that all mandatory training for staff is adhered to and training plan is followed.
- This job description is not intended to be exhaustive and will be amended in light of the changing needs of the service.

**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.

- **Risk, governance and compliance** – The role holder is accountable for full compliance and understanding of all company risk, reporting and governance processes within their assigned operational area. The role holder will ensure that these processes are fully applied, complied with and adhered to within assigned operational business area. The role holder is accountable for the Food Safety, Allergen management, HACCP and stock within the assigned area
- **Service excellence** - The role holder will be responsible for driving all aspects of service within their role. The role holder will ensure that work is appropriately recognised and expected standards ensuring the offer is meeting the customer's needs through full and correct use of company tools and adhering to Company procedures

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

- A passion for providing nutritious and delicious meals
- NVQ in culinary skills or relevant working experience
- Ability to communicate with co-workers and other departments with professionalism and respect
- Food-handling skills
- Team worker
- Ability to communicate effectively with patients, visitors, colleagues, clients
- Ability to work independently, flexibly and professionally – dealing with stressful and changeable situations
- Understanding of site’s COSHH process and relevant Health and Safety, Employment and other legislative requirements
- Strong attention to detail and adherence to standards

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

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪
▪	▪ Innovation and Change
▪ Brand Notoriety	
▪	
▪ Employee Engagement	
▪ Learning & Development	

**9. Management Approval**

Version		Date	
Document Owner			