

Job Description: Head Chef

Function:	Operational
Position:	Head chef
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	GSM LVS Oxford
Additional reporting line to:	Group Manager, LVS & Group Executive Head Chef, LVS
Position location:	LVS Oxford

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

- Manage the production and service of food and hospitality according to the service level agreement whilst adhering to the company and client directives

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

- Production of core feeding and hospitality menus, complying with company and legal food safety practices
- Adherence to and completion of allergen management paperwork with daily preservice briefing
- Ensure completion of daily due diligence records following company and legal health and safety practises.
- To be responsible for all aspects of stock management, including ordering, rotation, storage, and labelling
- Mentor and motivate the team to achieve their goals and objectives.
- To be responsible for planning costed menus, rotas, orders, theme days and promotions.
- In liaison with the GSM manage the unit food budget
- To always be a brand ambassador for Sodexo
- To attend appropriate training courses, conferences and meetings as directed by the company or client
- To undertake occasional duties outside the normal routine as required within the scope of the position and unit activities

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.

- Foster a welcoming and inclusive environment
- Manage food production with fluctuating levels whilst maintaining standards and achieving budget
- Managing diverse needs of SEN pupil requirements using innovation and initiatives
- Staying engaged within a small team
- To be committed to safeguarding and promoting the welfare of children and adhere to and always ensure compliance with Sodexo's and the client's Child Protection Policy Statement.

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.

- Assist the GSM in achieving financial targets, providing costings and completing production and wastage records
- Ensure compliance with company purchasing policy
- Monitor feedback surveys and make changes accordingly in liaison with GSM

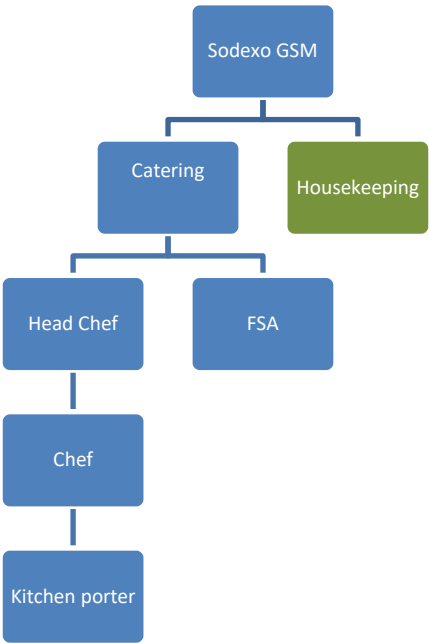
5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- 75 pupils and 40 staff, which will increase over the coming years
- Minimal hospitality

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

- Previous experience in a similar role
- Hands on approach to the role
- Relevant vocational qualifications
- Intermediate food hygiene certificate
- Ability to show attention to detail and work well under pressure
- Basic IT skills, and ability to work with basic Excel, Word and Outlook
- Experience of managing and motivating a small team
- Flexible and positive approach to the role

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.



Levels

	▪ Operational head chef
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Received:

Date:

Job holder

Date:

Immediate Manager