



Job Description: Sodexo Live!

Function:	Marketing & Culinary
Position:	Regional Support executive Chef
Job holder:	TBC
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Food Development
Additional reporting line to:	Culinary Director
Position location:	Primary Location – ACC Liverpool with travel to EOT, Preston, Blackburn, Headingley & occasional support outside of the region

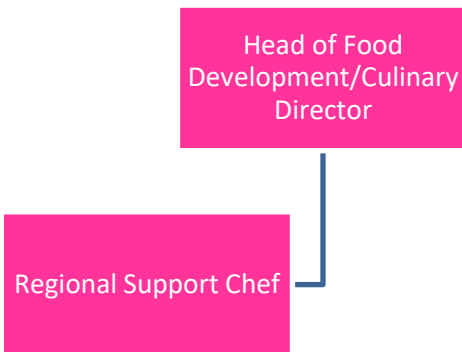
1. Purpose of the Job – State concisely the aim of the job.

- To support the culinary planning & delivery of events across multiple venues and ensure food safety requirements of the events are adhered to. To support other areas of the business including client tastings, chef management, food safety compliance and operational standards are always met.
- To ensure the timely and efficient preparation and service of all food offers to Sodexo's and the satisfaction
- To demonstrate a knowledge of current food trends and the ability to bring innovation into the food offers in the events business
- To plan, execute and monitor exceptional Food Safety and Health and Safety standards in the events business.
- To demonstrate innovation in our food service offers & contribute to the Sodexo Live food strategy goals

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.

- Sodexo Live! UK&I delivers services in food retail, hospitality catering, venue sales & hospitality ticketing sales and marketing.
- This role is a senior member of the UK&I marketing and culinary team and is responsible for over £80million in sales across the portfolio

3. 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.



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.

- Management of casual workforce within set budgets
- Diverse operations, multiple events running simultaneously
- Time management, event planning & communication between venues
- Onsite and offsite logistics & planning
- Innovation, delivery support, management of client expectation and what can be achieved in a green field site for high volume
- Identify key areas for support within venue culinary teams

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

- Venue culinary operational support for sites across the agreed region & beyond on occasions when required
- Menu specifications are followed and trained ensuring delivery of a consistent level of service, within the Company's standards, to the contract specification, service offer and agreed performance, qualitative and financial targets
- Compliance to company and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH
- Training and development of the team is given a focus for performance, engagement and retention
- Green Safeguard audit scores are achieved across the site.
- Both client and customer feedback consistently scores the food as excellent
- Support the head of food development with project delivery with agreed timeframes

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.

- To understand and demonstrate the vision of the Sodexo Live Culinary standards
- To develop and deliver projects set by clients in the agreed timescale in conjunction with the Executive Head Chef
- To ensure all menus are photographed and specified to deliver consistency in delivery on the event site
- To fulfil an active role within the region's venues – contribute to team activities, discussions and decisions to grow and improve the events business

- To articulate the service offers for each event, - the food element, the equipment, the flow and the customer experience
- To operationally deliver client tastings and be able to speak passionately about each dish and stand in for the Executive Chef/ Head chef as necessary.
- To support managing all aspects of the kitchen on a day-to-day basis
- To control staff rota and division of staff based on the days menu to ensure efficient utilisation of staff and control labour costs
- To support & lead the team to ensure the prompt and efficient preparation and service of all meals and breaks at the required time, being provided to the standard of the food service offer as laid down in the Service Level Agreement and to the client's, customer's and Sodexo's satisfaction.
- To ensure that all food is prepared with due care and attention, particularly in regard to customers' special dietary requirements and in line with allergen legislation
- To monitor and reduce waste, ensuring that it is kept to a minimum and action plans are put in place as necessary
- To adhere to any client's waste streaming and recycling policy
- To diligently manage the ordering process to ensure product availability against the agreed service offer, however balance this with budget achievement and minimal waste at the end of an event therefore controlling costs
- To ensure that the Company's accountancy, documentation and administration procedures are carried out to the laid down standard and that the necessary weekly returns are completed accurately and sent to the appointed office on time. This may be electronically, paper-based, or both, as instructed.
- To ensure that all costs and expenditure are within the budgeted levels. Control all costs such as labour, expenses, cash purchases as agreed with the Executive Head Chef, Event Manager or Senior management team.
- To comply with all company and client policies, procedures and statutory regulations including Human Resources, site rules, Food Safety, Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace
- To Participate in any necessary training and team meetings as required to complete job responsibilities
- To liaise with and work in partnership with Safeguard to achieve the highest levels of compliance at all times. Such compliance is not only safe; this is a key unique selling point for our clients and a reason for them to choose Sodexo
- To Work as a team to promote harmonious working relationships within the Sodexo team
- Report immediately any incidents or accidents, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate
- To carry out any other reasonable tasks as directed by senior member of the Events Team

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

Essential

- Demonstrable experience in a high-volume environment – major events or banqueting operation
- Fine Dining background gained in hotels, restaurants or contract catering
- A passionate interest in the catering industry – knowledge of current trends, well read, eats out in interesting restaurants on a regular basis, talks about and gets excited about food
- A competent communicator and ability to present to colleagues, peers and clients
- Financial awareness and understanding of a food profit and loss account and articulate how to control food cost and generate a positive food margin
- Evidence of being organised and possess excellent planning skills
- A Basic Food Hygiene qualification
- Competent in the use of Microsoft Word, Excel, PowerPoint and Email



- Proven ability to manage and lead a team of chefs
- Experience working in a multi outlet operation
- Flexibility to travel as the business demands

Desirable

- Supervising Food Safety Level 3 qualification
- IOSH Managing Safely or similar qualification
- Experience in the delivery of retail food operations
- Production kitchen knowledge and/or experience
- Experience of working with clients in a contract catering environment
- Staff training experience or qualification

8. Management Approval – To be completed by document owner

Version	1	Date	17/10/2025
Document Owner			

9. Employee Approval – To be completed by employee

Employee Name		Date	
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