

# Job Description: Head Chef



Function:	Independents by Sodexo
Position:	<b>Head Chef</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Catering Manager
Additional reporting line to:	
Position location:	Edinburgh Academy Senior School

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

To ensure prompt and efficient service of all catering and hospitality to the company standard and clients satisfaction.  
 To maintain the cleanliness and hygiene standards of all under Head chef control, ensuring the legal and company standards are met.  
 To ensure the segments Fresh food From Scratch principles are applied to all areas of the business.  
 To continually seek to provide and innovative and cost efficient service to the client.

## 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			

Characteristics	<ul style="list-style-type: none"> <li>▪ <b>Enthusiastic</b>- displays a natural and sustained enthusiasm and energy</li> <li>▪ <b>Self-motivated</b> – Needs no encouragement to make things happen</li> <li>▪ <b>Able to build and maintain relationships at all levels</b> – is able to communicate within the both client and Sodexo organisations.</li> <li>▪ <b>Strong but flexible</b> – Always prepared to listen and consider the view of others</li> </ul> <p><b>Committed to development</b> – Demonstrates recognition of others contribution</p> <p><b>Competitive</b> – Shows a healthy desire to win.</p> <p><b>Positive</b> – Focuses on what can be achieved.</p> <p><b>Personal appearance</b> – Recognises importance that appearance has on the attitude of others.</p> <p><b>Conscientious</b> – Demonstrates a commitment to get things done on or before agreed deadlines.</p> <p><b>Responsible</b> – Conscious of the consequences of actions or inaction</p> <p><b>Decisive</b> – Willing to make and implement decisions.</p> <p><b>Assertive and influential</b> – Demonstrate a strong desire to lead situations and achieve goals.</p> <p><b>Analytical</b> – Shows an interest and an aptitude for analyzing situations and circumstances before taking action.</p>
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**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
Head Chef
Jnr Chef
KP x 2

**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.

- During preparation and service periods to take an active role in ensuring that excellent levels of service are delivered to the customer.
- When required organise and lead the preparation and presentation of all meals service at the required times and to the required high standard.
- To organise any special functions as required, some of which may occur outside of normal working hours
- To ensure that the Company and Statutory Regulations pertaining to the safe and hygienic operation of the kitchen and ancillary areas are adhered to by all members of staff and visitors in the absence of management.
- Responsibility for all menu planning, both core, lets and hospitality, chef rotas, orders, and receiving, checking and storing deliveries as requested. To complete the menu purchase planner and recipe cards for all main meals.
- To fully engage with the independents by Sodexo food offer
- To utilise DRIVE system for all menus
- To ensure all allergen information is pertinent, available and continually updated.
- To ensure all staff are working hygienically at all times.
- To ensure team meetings and briefings are carried out in a manner that ensures effective communication and that all parties are provide with the appropriate information.
- To assist the Catering Manager to recruit, support, and control and discipline staff according to the needs of the unit within the procedure laid down by the company.

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

- To take all necessary steps to ensure maximum security of the kitchen, store, office and any other areas under Sodexo control.
- To oversee and ensure end of day services and cleaning down of the unit.
- To assist the Management to monitor the performance of staff and provide training and coaching as necessary.
- To prepare all food with due care and attention. Ensure care is taken with regards to special dietary requirements: for example, nut, dairy or wheat allergies.
- To control and monitor the food costs as laid down in the budget
- To provide menus for Lets, Core business and hospitality events
- To carry out any reasonable request by management.
- Organise and prepare any special functions which may sometimes be outside of normal working hours.

**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.

- Allergen Management through use of DRIVE
- Comply with Company and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH.
- To effectively engage the Craft team with huddle
- To be agreed with Line Manager for particular location. K.P.I's to be monitored as part of performance review and appraisal process.

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

- Experienced Chef who has operated in a busy, client facing environment
- Direct management experience of chef/kitchen brigade
- Experience of managing an overall budget
- Computer literate
- Ability to work efficiently and competently under pressure
- Excellent time management and organisational skills
- Able to demonstrate positive attitude to self-development, willingness to learn in the role and identify own training needs.
- High level of self-motivation and not constrained by conventional time keeping.
- 706/2 or NVQ chef qualifications ,or equivalent
- Strong ability to increase individual effectiveness through leadership, motivation, communication, coaching, training and knowledge of the NVQ system
- Experience of change management
- Hold RIPHH & IOSH Certificates or be willing to complete within 4 months of starting

**8. Key skills**

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Learning & Development
▪ Commercial Awareness	▪ Employee Engagement

**9. Management Approval** – To be completed by document owner

Version	1		
Document Owner			