

# Job Description: Head Chef



Function:	Schools – Independent and Private
Job:	Head Chef
Position:	Head Chef – Grade J2 (1)
Job holder:	
Date (in job since):	
Immediate manager	Catering Manager
Additional reporting line to:	Deputy Catering Manager
Position location:	Chetham's school of Music

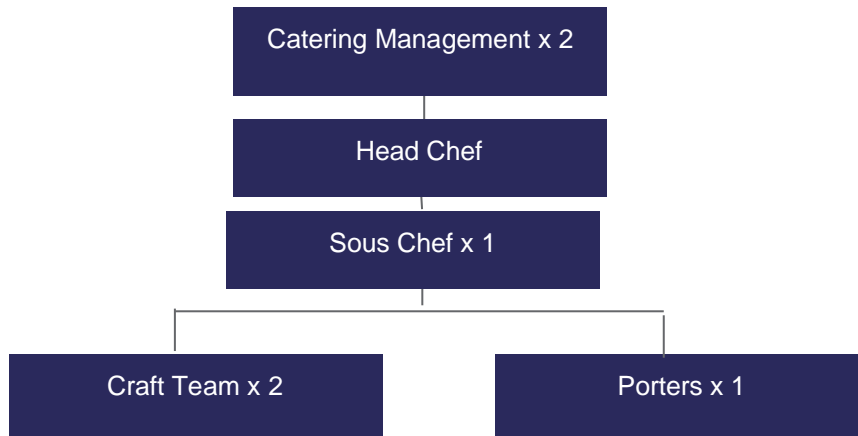
## 1. Purpose of the Job

- To be visual and approachable core culinary figurehead.
- To be responsible for the timely and efficient preparation of all core feeding, within all catering areas in a Boarding School
- Passionate about food – lead innovation, drive food quality standards for market leading results.
- To be a real foodie and inspire others around you to get excited about food and culinary creativity
- To champion Food Safety and Health and Safety across the business.
- To be a Sodexo ambassador by promoting Sodexo and the value it brings to Chetham's school of music , allowing the client to focus on their core business of providing education.
- To be financially aware – and work with the Catering Manager to seek out commercial value in purchasing, give value for money within budget parameters and challenge cost and revenue generating opportunities to achieve improved performance
- To mentor and drive engagement with the site team, inspire, train and develop kitchen brigade that believe in themselves and are examples of internal promotion through hard work and commitment

## 2. Dimensions

Financial	▪ Support the Catering management in maintaining unit budgets
Staff	▪ Support the Catering management in retention, development, and progression of the team
Characteristics	<ul style="list-style-type: none"> <li>▪ Chetham's School of Music currently has 400 pupils and 150 staff.</li> <li>▪ Menus are required to be attractive and Nutritious.</li> </ul>
Other	▪ Innovation, flair, creativity and knowledge of the food industry

### 3. Organisation chart -



### 4. Context and main issues

- Delivering food standards in multiple venues in both large (student dining) and small numbers (for fine dining). Innovation and providing “creativity” is key across 7 days per week to a diverse customer base,
- Working with the Catering management to provide effective financial control of client food, labour and expense budgets
- Management of staff – day to day engagement and inspiration and longer term training and development
- Exceptional execution of all food hygiene and health and safety systems, with great focus on Allergens
- Recognising and adapting our offers to differing customer groups – students, parents, prospective students and families, academic staff, support staff, senior management and visitors, some of which is retail.
- Working 5 out of 7 days, available weekends and evenings.

### 5. Main assignments

- Coordinate and direct all core culinary activities in all catering locations.
- Manage and control the services to the agreed specification and to the agreed performance, qualitative and financial targets and ensure that quality is maintained throughout service.
- Supply Chain Management – ensure value for money is achieved through robust management of purchasing.
- Nurture client relationships in order to stabilise & develop them for long term partnerships
- Recruit, induct and develop talented employees within the kitchen and, if necessary, firmly and fairly manage poor performance.
- Identify opportunities for organic growth and new business.
- Exceptional management of Food Hygiene, Health, Safety and Environmental Legislation using the Sodexo Safety Management System to include Allergens.
- Responsible for driving Continuous Improvement and innovation to realise the expectations of the school and catering management

- Strategic and technical support – professional advice to customers, peers and the team.
- Ensure planning, costing and implementation of all menus on the DRIVe planning tool ensuring all menus are balanced, provide variety and seasonality, exhibit innovation and current trends and are financially robust.
- Work with the catering management to control the labour budget ensuring personnel is scheduled against business needs in a cost effective manner.
- To champion the Fresh Food Standards ensuring Chetham's school of Music is the unrivalled site for schools to see and shows off the very best to prospect accounts and visitors alike.
- To role model the “Focus on Five” management behaviours – Communication, Recognition, Performance, Training and Development and Clear Direction.
- To exhibit the values of both Sodexo and Chetham's school of Music
- To establish and maintain productive working relationships with individuals at all levels within the School and Sodexo.
- Assist the catering management in interviewing, recruiting, inducting, and management of staff according to the needs of the site and within the procedures laid down by the company and/or School.
- To have special regard to the welfare of your team and to organise regular and effective staff briefings, keeping minutes at all times
- To engage with key client groups - “Walk the Floor” during service periods and engage and interact with clients, colleagues, and any visitors. Attend pupil food committee meetings each half term
- To be an active (site based) member of the Chef Development team for Independents by Sodexo by contributing dishes and recipes, attending meetings, assisting with projects
- To represent Sodexo at industry events.

## 6. Accountabilities

- High levels of satisfaction and feedback from the client groups – Students, Parents, Visitors, School Staff,
- Consumption costs and budgetary controls are on target or better
- Contract to be maintained.
- High levels of staff engagement and morale
- Regular introduction of innovation and “surprise and delights” that excite both clients and staff

## 7. Person Specification

### Essential

- NVQ level 2 Food Production certificate or equivalent
- Intermediate Food Hygiene certificate
- Strong level of literacy and numeracy
- Experienced Chef who has operated in a busy, client facing environment
- Good communication and interpersonal skills and the ability to be an effective team player
- Flexible, with the ability to work under pressure and across a range of shifts and service times
- Direct management experience of chefs / kitchen brigade
- Clear, strong and effective leadership style
- Strong ability to increase individuals' effectiveness through leadership, motivation, communication, coaching and training
- Excellent time management and organisational skills
- Ability to set and maintain standards

Desirable

- Ability to review problems analytically, develop opportunities and implement innovative solutions / approaches
- PC literate
- Advanced Food Safety or Health and Safety qualification

**8. Competencies**

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

*Contextual or other information*

This job description reflects the present requirements of the post. The job description will be reviewed annually as part of the approval process. As duties and responsibilities change and develop, the job description will be subject to amendment in consultation with the postholder.

**Postholder:**

Signed: ..... Date:.....

Name: .....

**Manager:**

Signed: ..... Date: .....

Name: .....

**9. Management Approval**

Version	1	Date	January 2023
Document Owner	Michelle Houghton		