

Job Description:
Offsite Production Initiative Lead

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| Function: | Food Services  |
| Job:  | Offsite Production Initiative Lead  |
| Position:  |  |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Director of Food Services  |
| Additional reporting line to: |  |
| Position location: | No Fixed Place of Work - Flexible |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| To support the region in delivering its strategic objective of 7% of food revenue (addressable) from advanced food models, which includes developing an offsite production operating model.To build out a network of cloud kitchens/Off site production facilities to support Sodexo’s food production capacity at scale, optimising and enhancing existing CPU facilities and identifying new food production models to support regional strategy |
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| 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. |
| The role will support the development of an offsite production business case / operation that underpins the regional KPI of delivering 7% of addressable food revenue through advanced food models, which includes offsite production.  |

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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. |
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| **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. |
| * Reporting into the Director of Food Services you will be instrumental in the successful build out and deployment of the optimum off-site production model to support profitable growth.
* Identify operational and supply chain improvements to minimise the cost to serve and offset inflation through incremental improvements.
* Ensure the performance ramp-up and budgets for new sites are deliver aligned to the business plan and own the development of the business case for development.
* Support the layout, equipment specifications and labour design of new sites to maximise efficiency and lower operational costs; whilst in the bounds of demonstrating a ROI aligned with the business needs
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Develop & define the optimum off site production model (s) to support profitable growth for the region and align to segment and regional strategies
* Work with key stakeholders to build out roadmaps to successful deploy identified models
* Optimise/Enhance the existing opportunities within the current off site production models and be the regional SME
* Deliver at scale profitable off-site production to support a pan region approach and incorporate the differing operating models across the region
* Work closely with key stakeholders in segment and service operations to ensure successful deployment and alignment
* Clear stakeholder management and leadership
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| 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 define and deliver the strategy for scalable, safe and profitable off-site food production facilities across the UK&I and building the business case for investment.
* Support the wider food services team in designed services / offers / content that is scalable in off-site production facilities.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Held previous roles within food manufacturing – ideally chilled production of ready to use product.
* Previous experience of building/developing offsite production capability.
* Strong interpersonal skills to influence and advocate the benefits of change.
* Strong project management experience
* Understands food safety standards and auditing programs (e.g., knowledge of BRC, PIU)
* Managed CAPEX projects and / or equipment installations and ramp up
* Knowledge of produce preparation equipment and processes including but not limited to MAP / Hot Fill / Sous Vide
* Understands the need for engineering resources and also the technical engineering of recipes.
* Some knowledge of supply chain functions within manufacturing; demand planning, capacity planning, daily / weekly scheduling
* Able to put in place standard processes.
* Ability to set out an operational strategy and investment plan (including calculating and ROI)
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| 8. Management Approval – To be completed by document owner |
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| Version | 2 | Date | 10/10/2023  |
| Document Owner | Charles Abraham |

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