

JOB DESCRIPTION

Position Title	Executive Head Chef	Department	Operations
Generic Job Title	Executive Head Chef	Segment	Independents by Sodexo
Team Band		Location	Petersfield
Reports to	Catering Manager	Office / Unit name	Churchers College

Job Purpose

- To work closely with the Catering Manager at Churchers College to ensure that food standards across the school are of a consistently high standard of quality and presentation; ensuring that the Independents by Sodexo Fresh Food from Scratch Strategy is rolled out in every unit, and that the school is complying with all food policies and legislation
- To train and develop chefs to ensure that they can perform to the required capability level and can always meet and maintain company standards, compliance & policies in all areas of food health, safety, and quality.
- To ensure you act within the agreed specification and to the agreed performance, qualitative and financial targets and to take responsibility to ensure the unit can deliver the targets that have been set in place
- To oversee a successful contract and deliver a culinary strategy of “best in class” within the day independent School market

Accountabilities or “what you have to do”

- To develop a culinary strategy for Churchers College and Independents By Sodexo which delivers “best in class” food and service to all customers and key stakeholders. To continually monitor and measure the success of said strategy and implement appropriate change, with the team as needed. Proactively drive change and culinary innovation throughout all areas of the food offer, including delivering an excellent hospitality and events offer, for both internal and external customers
- To support the management and direction of the Sous Chef and chef team with the support from the Development Chefs within the business, to ensure that they fully comply with all aspects of their role and where they are not meeting expectations a development and/or action plan is instigated and followed through in line with the Capability Policy and Guidelines
- Develop the craft skills of the kitchen team where appropriate through training, coaching, and mentoring.
- Ensure that the site are complying with company standards in relation to food standards & offer implementation (ie, Drive, Marketing, Purchasing compliance)
- To carry out performance management activities such as capability, disciplinary or counselling as required
- To attend an annual EPA with your Line Manager and to agree and take ownership of your training and development needs.
- To ensure that high standards of health, hygiene, cleaning & food are being achieved across the school and to deal with any breaches through action plans and to escalate.
- To ensure all food is prepared with due care and attention, particularly in regard to customers’ dietary requirements: for example, nut, dairy or wheat allergies.

- To personally comply with all Company & Client policies, site rules and statutory regulations relating to Health & Safety, safe working practices, allergens, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace and training of staff.
- Ensure the standards across the site(s) are in accordance with the Service Level Agreements and Key Performance Indicators specified in the service contract
- Actively seek and identify opportunities for business growth both within the contract and the external market.
- Comply with any reasonable instruction from your line manager within the agreed deadline
- Ensure that all Sodexo employees project a positive, approachable, friendly, and professional image, and where this is not the case, provide feedback to the Catering Manager and Account Manager
- To take ownership of your training and development needs and review your performance and objectives frequently with your line manager
- Attend Company Training Courses and District / Divisional / Segment Meetings as requested and provide updates on initiatives and progress

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- Best practice is shared within the college with a view to achieving consistency of offer & service delivery amongst the business and this can be demonstrated to your line manager.
- Hold RIPHH / CIEH & IOSH Certificates (desirable)
- Deliver a consistent level of service, within the Company's standards, to the contract specification and agreed performance, qualitative and financial targets

Dimensions

Financial	Role has an indirect contribution to all financial targets and the client budget should be acknowledged
Staff	Supports the development of chefs and provides feedback to the Catering Manager and Account Manager
Other	Key relationships include, Craft Development Operations, Sales, Finance, HR, Marketing & Purchasing

Skills, Knowledge and Experience

Essential

- Proven experience in managing and leading a team
- Industry acumen and knowledge of catering developments & innovations
- Strong financial understanding and demonstrable in understanding budgets
- Experienced in adhering to and driving company initiatives
- Proven ability communicating at different levels
- Strong communication and negotiation skills
- Experience working in a standards /compliance environment
- Relevant qualification and training
- IT literate

Desirable

- Trainer / Coaching skills qualification
- Ability to coach & mentor on a one-to-one basis

Contextual or other information

- This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals. The post holder will always be required to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the business

Child Protection and Safeguarding Children Policy Statement

Sodexo is committed to safeguarding and promoting the welfare of children and young persons within the environments in which it provides services, and applicants, employees and casual workers must be willing to undergo child protection screening applicable to the post, including checks with past employers, overseas where required, and the Disclosure and Barring Service.

It is the staff member's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact. They will always adhere to and ensure compliance with Sodexo's Child Protection (Safeguarding) Policies.

If in the course of carrying out the duties or the role, the employee or casual worker becomes aware of any actual or potential risk to the safety or welfare of children or young persons in the establishment within which they are working, they must report these concerns to their line manager, Account Manager, HR Department or Designated Officer immediately.

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