

**Job Description:**

**Senior CDP**

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| Function: | Corporate Services |
| Position:  | Senior CDP |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Sous Chef |
| Additional reporting line to: | Senior Sous Chef, Head Chef |
| Position location: | MARS Wrigley |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To plan, supervise, deliver and present the food and beverages as per the MARS Wrigley specification.
* Interact with Associates and fellow colleagues by explaining the food and beverages on offer. Gauge needs and make recommendations to meet the exact needs of the MARS Wrigley associates.
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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Ensure that all customers are afforded a highest quality of service through continuous improvement to product and services. Constantly seek customer feedback and opportunities to develop the lounge product.
* Responsible for the presentation of all food and beverage, ensuring quality, quantity are consistently monitored, maintained and display is as per set specification.
* Ensure buffet and stock levels of all food and beverage items are properly maintained and replenished regularly as required and in accordance with food and safety standards. Control and monitor hygiene standards as per HACCAP.
* Provide training and guidance to service staff on the presentation and display of food.
* Ensure personal and food hygiene, as well as housekeeping standards in the lounge food services areas and kitchen are adhered to, as per company policy.
* Ensure all food orders are completed daily to ensure sufficient supplies of food stocks and at all times.
* Ensure that at the end of each service the kitchen is cleaned down and ready for the following shift.
* Ensure that back of house is kept clean and tidy at all times, including fridge and freezers and other store areas.
* Ensure that all products stored or displayed are date coded, stock rotated and labelled correctly using the shelf life rule.
* Ensure that sufficient preparation is completed for the following shift.
* Interact with Lounge customers to gain feedback on service and product. Communicate finding to Lounge Supervisor / Lounge Manager. Liaise with Sodexo senior team for any irregularities and other important information that impact the lounge operations. Communicate product, service and customer issues to Sodexo senior team, so that corrective action can be taken in a timely manner.
* Adhere to standard recipes and food specifications and knowledge book and plating specifications.
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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * liaise with Sodexo team for any irregularities and other important information that impact Sodexo at MARS
* Communicate Product, service and customer issues to Sodexo, so that corrective action can be taken in a timely manner
* Working in the evening can be a challenging environment to work in due to the unsocial hours
* A la carte during peak service can be demanding, must be well organized
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| 4. 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 dress accordingly to the standards and guidelines advised and wear the supplied uniform garments at all times when on duty and maintain the highest standards of personal hygiene.
* To only use products and equipment supplied and specifically for the job.
* Ensure that all H&S & F&S documentation for example cleaning schedules and temperature records are signed off daily once all tasks have been completed.
* Comply with all legal and company procedures / polices relating to food safety, health and safety and personal hygiene.
* Sign in and out when on shift to ensure hours worked are paid correctly. Follow the shift’s rota.
* Attend training sessions and staff meetings as requested and use the training given when necessary.
* Act as a positive ambassador for the business and show commitment to company values in all aspects of your role.
* Follow procedures for sickness, lateness and holiday
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| 2. 5. 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. |
| * 300 covers per day
* 30% margin
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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| **Essential*** **Chef experience**
* **Kitchen experience**
* **Highly motivated**
* **Attention to detail**
* **Able to work on own initiative within a team environment**
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| 2. 7. 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. |
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**Levels**

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Received:

Date:       Date:

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Job holder Immediate Manager