

Job Description:
Chef Supervisor

|  |  |
| --- | --- |
| Function: | Operational |
| Position:  | Head Chef |
| Job holder: | *Employee’s name to go here* |
| Date: | *Employee’s start date to go here* |
| Immediate manager  | Michael Silk |
| Additional reporting line to: | Alasdair Cairns |
| Position location: | Colchester - Montgomery |
|  |
| 1. Purpose of the Job  |
| Are you currently a Head Chef or an experienced Sous Chef looking to progress? Would you like the security of working for one of the world’s largest employers? Do you want the comfort of not having to work split shifts, late nights and every weekend? Are you passionate about excellent customer service? If you answer yes to all of these then you could be exactly who we are looking for.Working within the largest integrated catering, retail and leisure facility on Merville Barracks, home to the British Army’s rapid response brigade and delivering the largest food offer across the entire Defence contract, your main role is to deliver an outstanding service to every customer every time. Being a leader and an active part of a large team of Chefs, Kitchen Porters, Coffee Shop Retail Assistants and Retail Assistants you will play a crucial role in achieving Sodexo’s mission statement of being a world leader in quality of life services.  |

|  |
| --- |
| 2. Dimensions |
| Revenue FY14/15: | £873k | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | *
 |

Draft. Version: 27-03-2014

Draft. Version: 27-03-2014

|  |
| --- |
| 3. Organisation chart  |
|  |

|  |
| --- |
| 4. Context and main issues  |
| As a qualified Chef, you will be responsible for the preparation, cooking and storing of all foods within Montgomery kitchen and ensuring the quality of the product complies with Sodexo’s standards at all times as well as meeting food safety and health & safety regulations. There will also be occasions where you will be expected to support other departments within the company at a variety of functions from barbecues to gala balls. As a Head Chef, you will be expected to take responsibility for the day to day management of your kitchen. You will be required to ensure that all levels of the SSS are delivered on a daily basis. This will include inventory management, people management/development, customer service and all key aspects required to deliver a large contract catering offer in line with the client’s expectations. |

|  |
| --- |
| 5. Main assignments  |
| * Deputise for the Centre Manager in their absence.
* Ensure all stock is available as and when required according to ROL and the Defence menu cycle.
* Manage your stock holding to ensure minimal wastage.
* Liaise with other departments to ensure the unit has sufficient stock to deliver the contract.
* Complete people admin tasks such as PDRs, RTWs etc.
* Carry out investigations in line with company disciplinary, capability and grievance policy.
* Monitor and control wastage and portioning.
* Manage ROL ensuring that we are maintaining Gold status as a minimum.
* Manage your team of Supervisors, Chefs and KPs ensuring that all levels of the SSS are delivered at all times.
* Ensure all DQMS & SEMS documents are completed fully, with integrity and signed off by you weekly.
* Undertake any reasonable task as directed by the Centre Manager.
* Continue to develop one’s own skills and knowledge.
* Attend team huddles and cascade information down to your team improving engagement across the kitchen team.
* Hold team huddles weekly ensuring that copies of your huddle are kept for auditing.
* Ensure all training is carried out as required.
* Ensure that your Supervisors manage the production levels over core meal periods by remaining behind hotplates and coordinating operations.
* Ensure your team adhere to the uniform and personal hygiene regulations set out in their induction packs.
* Work with and support all units/departments within the centre to ensure all aspects of the SSS are delivered at all times.
* Manage your kitchen team ensuring that all levels of quality, cleanliness, food safety and hygiene are in line with company policies and procedures.
* Embrace and grow a ‘zero accidents culture’ within your team by ensuring the accurate reporting of near misses and accidents as well as reporting any equipment defects to the helpdesk.
* Ensure all members of your team adhere to the guidance set out in SSWs..
 |

|  |
| --- |
| 6. Accountabilities  |
| * Cleanliness and hygiene standards of the kitchen and all food preparation areas within PAYD.
* Reporting of accidents and near misses.
* Effective communication with all colleagues and customers.
* Complaint management.
* Reporting all Food Safety concerns and incidents to the Centre Manager and QHSE as necessary.
* Brand Ambassador for Sodexo
* Increase company profits through rigorous analysis of sales data, margin calculators and any other relevant data.
* Employee engagement and IIP (focus on five)
* Ensure all ROL recipes are followed to comply with allergen regulations.
* Staff performance.
 |

|  |
| --- |
| 7. Person Specification  |
| Essential* Proven track record of employment within the catering/hospitality industry
* Proven experience of managing a team (ideally 10 +)
* Experience of managing a stock management budget
* Good numerical and communication skills, must be able to demonstrate effective verbal and written communication.
* Knowledge of health & safety and food safety.
* Able to work on own initiative within a team environment.
* Able to demonstrate attention to detail and adherence to standards.
* NVQ Level 2 or equivalent.
* Level 3 food safety qualification.

Desirable* IOSH qualification or equivalent
 |

|  |
| --- |
| 8. Competencies  |
| * Innovation & Change
* Brand Notoriety
* Growth, Client and Customer Satisfaction, Quality of Services Provided
* Leadership and People Management
* Rigorous Management of Results
 |

|  |
| --- |
| 9. Management Approval  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Version | 2 | Date | 03/05/16 |
| Document Owner | Michael Silk |

 |

|  |
| --- |
| 10. Employee Confirmation |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

 |