

**GOVERNMENT & agencies**

Job Description:
Chef

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| Function: | Government & Agencies |
| Generic job:  | Chef  |
| Position:  | Chef |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Catering Manager |
| Additional reporting line to: | Head Chef / Shift Leader |
| Position location: | Worthy Down Catering |
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| 1. Purpose of the job  |
| * To provide effective delivery of catering services to the client organisation
* To prepare, cook and serve meals to the customer to the highest possible standard, in line with the service level agreement; by following the relevant recipe cards as directed by a member of the management/supervisory team
* Effective collaborative working with the core catering manpower (CCM)
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| 2. Dimensions  |
| N/A |  |

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| 3. Organisation chart  |
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| **4. Context**  |
| * Comply with all Sodexo company policies/procedures
* Comply with all legislative requirements
* Adhere to any local client site rules and regulations
* Role model safe behaviour
* Unsociable hours in line with business requirements maybe required
* Flexibility on work schedule and location maybe required
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| 5. Main assignments  |
| * To continue to develop one’s own skills and knowledge within the position, including any required training courses
* To maintain excellent client/customer relationships
* To attend team briefs, huddles and meetings as required
* To attend your performance development review to discuss job standards and agree development activities
* To maintain a clean and tidy work area at all times
* To maintain high levels of personal hygiene and wear the appropriate uniform and PPE as required
* To care for all available resources including equipment, materials and supplies as directed
* To report any near miss occurrences, accidents or faulty equipment to management
* To ensure effective communication with line manager, team, customer and client organisation
* To maintain all areas of responsibility to the set service standards and in line with applicable service offer
* To ensure that food is cooked, served and stored at the correct temperature at all times and that all mandatory checks are completed at the correct time
* To ensure all food is cooked and presented in line with menu and Recipe on Line
* To assist in the food service delivery on the hot plate including live cooking as required
* To assist with the control and storage of all food types
* To monitor and record temperatures of fridges, freezers, hot cabinets and serveries’ as directed
* To ensure that all handover procedures are completed with incoming teams and all opening and close down procedures, with a particular emphasis of security are adhered to
* To comply with all working instructions, identifying procedures when ordering and receiving goods including communication of on-conformance
* To provide catering support services across the site including food preparation, cooking and presentation, storage and disposal of food and monitoring practices to ensure that company and legislative requirements are met
* To support where required in other departments at Worthy Down
* To carry out any other reasonable tasks and/or instructions as directed by management
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| 6. Accountabilities  |
| * Accurate completion of tasks detailed in the work requirements resulting in successful audits and minimal customer/client complaints
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| 7. Person specification  |
| Essential:* Demonstrate experience in a similar within a service industry at a comparable level
* Must have one of the following qualifications or equivalent:- BSC (Catering), MHCIM, HND, City and Guilds 706/1 and 2, NVQ level 2 and 3
* Knowledge of health and safety
* CIEH level 2 qualification or equivalent
* Able to demonstrate attention to detail and adherence to standards

Desirable:* Experience of working within military environment
* IOSH qualification or equivalent
* Proven experience of customer facing role
* Knowledge of MS Office (Word, Excel and Outlook)
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| 8. Competencies  |
| N/A – this section is for management job descriptions only |

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| 9. Management approval |
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| Version | 1 | Date | 1 November 2016 |
| Document owner | 9CAH |

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| 10. Sign off |
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| Job holder name: |  | Line manager name: |  |
| Job holder signature: |  | Line manager signature: |  |
| Date: |  | Date: |  |

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