

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