

Job Description:
Chef

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| Function: | Operational |
| Position:  | Chef |
| Job holder: |  |
| Date: |  |
| Immediate manager  | Evander Daniels – Head Chef |
| Additional reporting line to: | Michael Silk – Centre Manager |
| Position location: | Colchester - Montgomery |
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| 1. Purpose of the Job  |
| Are you a NVQ level 2 (or equivalent) qualified Chef? 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 an active part of a large team including 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.  |

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| 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  | *
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| 3. Organisation chart  |
| Centre Manager↓Head Chef↓Chef Supervisor↓Chef |

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| 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. You will be a key figure in our flagship Pay as you Dine experience serving the soldiers and civilian staff their food as well as cooking it in front of their very eyes. Interacting with our customers is a must and helps to create a home from home for our soldiers. |

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| 5. Main assignments  |
| * Complete all assigned tasks ensuring efficiency is maximised.
* Communicate stock concerns to a Chef Supervisor.
* Complete all food preparation tasks as instructed.
* Assist the FSA team with food service by serving our customers from behind the hotplate.
* Provide a first point of contact to our customers and deal politely, professionally and efficiently with any queries and complaints.
* Inform Head Chef of all complaints and escalate those that require further action to the Centre Manager.
* Ensure all company stock is stored correctly and in line with company policies and procedures.
* Practise clean as you go (CAYG) at all times ensuring that your workspace is left clean and tidy at all times.
* Continue to develop one’s own skills and knowledge within the position.
* Complete all Company training as instructed.
* Carry out any reasonable request of a member of the management team.
* Follow safe systems of work at all times in line with company policy and procedure.
* Immediately report any equipment/building defects to a Chef Supervisor.
* Support all departments of the Centre to ensure all aspects of the SSS are delivered at all times.
* Support other units within Colchester PFI to ensure all aspects of the SSS are delivered at all times.
* Adhere to the uniform and personal hygiene policy as detailed within Company Induction pack.
* Comply with Company policies and procedures at all times.
* Comply with the Health & Safety at Work Act, Food Safety Act and COSHH regulations.
* Adhere to clock in/out procedures.
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| 6. Accountabilities  |
| * Cleanliness and hygiene standards of your work area.
* Quality of consumable products.
* Delivery of the SSS.
* Reporting of accidents and near misses to a Chef Supervisor or designated person.
* Effectively communication with all colleagues and customers.
* Reporting all Food Safety concerns and incidents to a chef Supervisor.
* Brand Ambassador for Sodexo
* Increase company profit through suggestive selling and menu knowledge
* Ensure all ROL recipes are followed to comply with allergen regulations.
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| 7. Person Specification  |
| Essential* NVQ Level 2 or equivalent.
* Excellent communication skills.
* Able to work on own initiative within a team environment.
* Able to demonstrate attention to detail and adherence to standards.

Desirable* Proven track record of employment within the catering/hospitality industry.
* Food safety level 3 qualification.
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| 8. Competencies  |
| * Innovation & Change
* Brand Notoriety
* Growth, Client and Customer Satisfaction, Quality of Services Provided
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| 9. Management Approval  |
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| Document Owner | Michael Silk |

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| 10. Employee Confirmation |
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| Signed: |  | Date: |  |

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