

Job Description:
Sous Chef

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| Function: | Universities (UCL)  |
| Job:  | Weekend Chef, Residencies, UCL Bloomsbury Campus |
| Position:  | Chef |
| Job holder: | N/A – new role  |
| Date (in job since): | N/A |
| Immediate manager (N+1 Job title and name): | Lydia Lyons – Catering Manager UCL Residencies |
| Additional reporting line to: | Jason Trotter – Executive Chef & Andy Norton – Retail Director |
| Position location: | UCL Ifor Evans & Ramsey Halls (2 positions, 1 each location) |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To plan, execute and manage the food production and delivery and to ensure they are delivered to an exceptionally high standard in line with company and client expectations and service level agreements,
* Maintain and grow current Customer/Student base
* To manage service and standards of the new residencies food offer
* Driving Food Quality and Standards
* To report to the Head Chef and Catering Manager & be the support to all Kitchen team to ensure they are trained and act accordingly as ambassadors of Sodexo.
* To ensure all company food safety, health and safety and statutory policies are adhered to and maintained
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| 2. 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. |
| Revenue FY13: | €tbc | 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 – Indicate schematically the position of the job within the organisation. 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. |
| Contract DirectorNeil WhittleResidency Catering ManagerLydia LyonsUCL Exec ChefJason TrotterHead Chef Vacant positionWeekend Chef (Ifor & Ramsey)Vacant |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * To plan, execute and manage the production and delivery of all internal and external Sodexo catering and hospitality events and to ensure they are delivered to an exceptionally high standard in line with company and client expectations and service level agreements,
* To manage service and standards
* Driving Food Quality and Standards
* Adherence to company procedures and food hygiene
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Manage the Food preparation, production and cooking in liaison with Head Chef and Executive Chef.
* H&S systems and Food hygiene systems and compliance to company and legislative standards
* Lead team at weekends & in absence of Head Chef for holidays / sickness
* Working with the existing chef and kitchen team to manage and improve standards
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| 6. 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. |
| * Ensure food provided is to the correct standard and as the service offer and KPIs
* To manage the Chef & Kitchen team to ensure that all areas are prepared and ready for the appropriate service and times to ensure that all service standards and company initiatives are met.
* Ensure all food safety & health & safety documentation is complete, correctly recorded and is accurate.
* Ensure all food is prepared correctly and in particular in respect of dietary requirements and allergens. Compile Allergen folders for all menus and offerings
* To take responsibility for the ordering of foodstuffs, disposables and consumables.
* Ensure good stock rotation and appropriate stock levels are adhered to.
* Assist with stock taking of these items to provide precise financial information for Sodexo and UCL.
* Ensure that all equipment used is in safe working order, checked regularly and any faults reported to management, ensure equipment is not used until safe, and all staff receive appropriate training in order to complete daily tasks.
* To attend an annual appraisal with your Line Manager and to agree and take ownership of your training and development needs.
* Attend training courses and Sodexo company meetings as requested
* Attend to and take all necessary action, statutory or otherwise, in the event of incidents or accident, fire, theft, loss, damage or other irregularities and take such action as may be appropriate
* Comply with all Sodexo Company policies and procedures and client site rules and regulations
* Carry out any other reasonable tasks as directed by Management
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential* Level 2 Food Safety Certificate
* Good Organisational and Delegation Skills
* Craft skills base (NVQ 2 / City & Guilds or similar as minimum)
* Proactive Team Player
* Good Communicational Skills including written and spoken English
* Passionate about food and the delivery of great customer service
* IOSH Managing Safely Certificate or similar
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
 | * HR Service Delivery
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Version | 1 | Date | 13.09.2017 |
| Document Owner | Neil Whittle |

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