

Job Description:

 Chef

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| Function: | Schools |
| Job:  | Chef |
| Position:  |  Chef |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Head Chef |
| Additional reporting line to: | General Services Manager |
| Position location: | LVS Oxford |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Assisting in the production and service of food according to Service Level Agreement whilst maintaining correct levels of Health and Safety.
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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: | N/A | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | N/A |
| EBIT margin: | N/A |
| Net income growth: | N/A | Outsourcing growth rate: | n/a | HR in Region  | N/A |
| Cash conversion: | N/A |
| Characteristics  |  |

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| 3. Organization chart – Indicate schematically the position of the job within the organization. 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. |
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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. |
| * Students are Autistic and can be unpredictable
* All Sodexo policies and procedures to be followed
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Ensure that appropriate methods of cooking and presentation are used to maintain the highest standards of production and service.
* To ensure all work areas and surfaces areas clean and tidy as is practical at all times, especially at the end of the day/shift.
* To adhere to unit cleaning schedules for the cleaning down of the unit daily and weekly assisted by the Kitchen Porter.
* Ensure that legal and company regulations regarding hygiene, health and safety are complied with.
* To be responsible for completing the temperature & delivery records
* Assist with maintenance of goods received system to ensure statutory and quality standards are maintained.
* To assist the management when required with planning menus, rotas, orders, and receiving, checking and storing deliveries as requested. To complete the recipe on line planner and recipe cards for all main meals.
* To assist in organizing theme days / promotions
* Assist with the monitoring of production and wastage.
* To take all necessary steps to ensure maximum security of the kitchen, store and office when on duty.
* Promote a friendly working relationship with colleagues.
* Promote a good company image to customers and guests and use positive customer service practices.
* Assist with the implementation of cleaning schedules to agreed standards. Assist in pre service briefing of colleagues with regard to dish content, portion sizes, service utensils and accompaniments.
* To prepare all food with due care and attention, particularly in regard to customers’ special dietary requirements: for example, nut, dairy or wheat allergies.
* To undertake occasional duties outside the normal routine but within the scope of the position and the department’s activities.

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| * Irregular Duties
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| * To assist in other local units as may be necessary in an emergency as per contract
* To report and, where possible, take action for any incidents of accident, fire, loss, theft, damage, unfit food,

or any other irregularities* To attend meetings and training courses as required.
* To attend to and take all necessary action, statutory and otherwise in the event of accident, fire, loss, theft,

 lost property, damage, unfit food or other irregularities and complete the necessary return and/or reports.* Actively seek and identify opportunities for business growth within the contract and external market
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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. |
| * To assist in implementing and maintaining the prompt and efficient preparation and service of all meals and breaks at the required time, being provided to the standard of the food service offer Fresh Food from Scratch as laid down in the Service Level Agreement and to the Client's, Customer's and Sodexo’s satisfaction
* To maintain all Health and Safety policies and Procedures and the cleanliness of the kitchen at all times.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role  |
| * NVQ 1 and 2 Preferably or City and Guilds
* Good interpersonal skills, calm nature
* **Enthusiastic** - Displays a natural and sustained enthusiasm and energy
* **Self-Motivated** - Needs no encouragement to make things happen
* **Able to build and maintain relationships at all levels** - Is able to communicate and build relationships within the team.
* **Committed to Development** - Demonstrates recognition of others contribution
* **Positive** - Focuses on what CAN be done
* **Personal Appearance** - Recognizes importance that appearance has on the attitudes of others
* **Responsible** - Conscious of the consequences of action or inaction
* **Conscientious** - Demonstrates a commitment to get things done on or before agreed deadlines
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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
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| * Commercial Awareness
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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 |  | Date January 2016 |  |
| Document Owner | Sandy Jarvis |

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