**Chef**

Job description

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| Function: | CATERING DEPARTMENT |
| Position: | cHEF |
| Days & Hours: | Monday – Friday, 7.00am – 1.00pm Rate of Pay: £11.02 |
| Date (in job since): | ASAP |
| Immediate manager: | Chef Manager |
| Additional reporting line to: | GSM |
| Position location: | Phillips 66 Humber Refinery |

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| 1. Purpose of the Job |
| * To ensure the timely and efficient preparation and service of all food offers to both Sodexo’s and the clients’ satisfaction * To demonstrate a knowledge of current food trends and have the ability to bring innovation into the food offers in the business within a budget * To plan, execute and monitor exceptional Food Safety and Health and Safety standards in the business * To be a key support to the Chef Manager in providing good quality food to the required standard at the correct times and so maintaining the Company’s reputation * To ensure our food offering meets the levels of performance required and conforming to food hygiene standards |

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| 2. Organization chart |
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| 3. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To produce up to 500 meals per day to the required standard for the correct numbers at the appropriate times * To ensure the food produced is done so within HACCP / Sodexo guidelines and recorded accurately * To ensure customers are given prompt and efficient attention during service * To ensure the kitchen and all related areas are kept to the required level of hygiene with all appropriate   daily documentation completed   * To assist the Chef Manager with any buffets / functions that may arise, some of which may occur outside normal working hours * Assist with food preparation and production in Grab & Go unit and Walmer House as requested * To support the Chef Manager in stock taking / ordering as required and any other related administrative * duties * To report any customer incidents / comments to the Chef Manager as a matter of urgency and support in the completion of appropriate documentation * To attend any training courses and meetings as requested and support training to the junior members of the Catering Team * To carry out any reasonable request from any member of the management team * To be proud of the contribution their role plays in the smooth running of the catering department |

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| 4. 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 ensure all food produced in their section adheres to HACCP and Sodexo standards * To ensure all food produced within their section achieves the required service times. |
| 5. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Demonstrable experience in a high volume environment * Exhibits characteristics of Service Spirit, Team Spirit and Spirit of Progress * Good interpersonal skills enabling good relations with customers, Clients and colleagues * Willingness to receive, understand and implement Sodexo and Client training * Ability to work as a team player * Ability to organise oneself and prioritise tasks and work alone * Copes well under pressure * Identifies and communicates potential problems to the Chef Manager * Smart, clean appearance with a strong emphasis on personal hygiene * Displays a passion for food and customer service * Supervising Food Safely Level 3 qualification * IOSH Managing Safely or similar qualification * Previous Lead Chef role or Sous chef in a smaller operation * Production kitchen knowledge and/or experience * Experience of working with clients in a contract catering environment * Staff training experience or qualification * Temperature controls / cookchill |
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