**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.
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| 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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