

Job Description:
Chef Shift Leader

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| Function: | Operational |
| Position:  | Chef Shift Leader |
| Job holder: |  |
| Date: |  |
| Immediate manager  | Head Chef |
| Additional reporting line to: | Mess Manager |
| Position location: | Colchester PFI Messes  |
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| 1. Purpose of the Job  |
| * To lead a team of chefs and KP’s to deliver service in a busy working kitchen
* To train, develop and induct new chefs
* Ensure the highest level of quality in every meal service and function delivered
* Effectively manage production and wastage levels
* Provide an excellent level of customer service

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| 2. Dimensions |
| Revenue: N/A |  | 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 |
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Draft. Version: 27-03-2014

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| 3. Organisation chart  |
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| 4. Context and main issues  |
| * Responsible for the preparation, cooking and storing of all foods
* Ensuring the quality of the product complies with Sodexo’s standards at all times as well as meeting food safety and health & safety regulations
* Support other departments within the company to deliver a variety of functions
* Responsibility for all food preparation and service during your shift
* Responsible for leading a team of Chefs, KPs and FSAs to ensure that Service Excellence is achieved on a daily basis. To delegate and follow up tasks to ensure all aspects of managing a busy pay as you dine kitchen are achieved at all times. The role is customer facing, behind the hotplates leading production and ensuring that wastage and portion control are managed whilst maintaining service levels.
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| 5. Main assignments  |
| * Deputise for the Chef Supervisor in their absence
* Liaise with other departments to ensure the unit has sufficient stock to deliver the contract
* Monitor and control wastage and portioning – achieving required waste targets.
* Complete daily production sheets
* Ensure all Sodexo required due diligence paperwork is completed e.g. fridge temperature records
* Lead the team of Chefs ensuring that all levels of the contract are delivered at all times
* Undertake any reasonable task as directed by the Chef supervisor, Head Chef and Mess Manager
* Undertake continual professional development
* Attend team huddles and cascade information down to the team to improve engagement within the kitchen team
* Deliver training as required ensuring that all individuals in team have the skills needed to operate and progress
* Manage the production levels during core meal periods by managing the pass
* Ensure the team adhere to the uniform and personal hygiene regulations set out in their induction packs
* Lead the team ensuring that all levels of quality, cleanliness, food safety and hygiene are in line with Sodexo company policies and procedures
* Embrace and grow a ‘zero accidents culture’ within the team by ensuring the accurate reporting of near misses and accidents as well as reporting any equipment defects to the helpdesk
* Ensure all members of the team adhere to the guidance set out in Safe Systems of Works (SSW)
* Ensure the correct storage, disposal and recording of food in line with company policies and procedures
* Responsibility for leading and delivering functions as and when required
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| 6. Accountabilities  |
| * Food safety standards in the kitchen and all food preparation areas
* Reporting of accidents and near misses
* Effective communication with all colleagues, client and consumers
* Complaint management
* Reporting all food safety concerns and incidents to the Head Chef
* Brand Ambassador for Sodexo
* Increase company profit through upselling and menu knowledge
* Employee engagement
* Ensuring all recipes are followed and are compliant with allergen regulations
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| 7. Person Specification  |
| Essential* Chef knowledge and skills
* Good numerical and communication skills, must be able to demonstrate effective verbal and written communication
* Able to work on own initiative within a team environment
* Able to demonstrate attention to detail and adherence to standards
* Able to demonstrate leadership and management knowledge and skill
* Able to demonstrate catering/hospitality industry skills and knowlege
* NVQ Level 2 or equivalent
* Level 2 Food safety

Desirable* IOSH and CIEH qualifications or equivalent
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| 8. Competencies  |
| * Innovation & Change
* Brand Notoriety
* Growth, Client and Customer Satisfaction, Quality of Services Provided
* Leadership and People Management
* Rigorous Management of Results
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| 9. Management Approval  |
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| Version | 1 | Date | 23 February 2017 |
| Document Owner | N Millward |

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