

# Job Description: Chef de Partie



Function:	SODEXO JUSTICE SERVICES – HMP & YOI Bronzefield
Job:	Chef de Partie
Position:	Chef
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Learning, Skills & Employment
Additional reporting line to:	Catering Manger
Position location:	HMP & YOI BRONZEFIELD

## 1. Purpose of the Job – State concisely the aim of the job.

The Learning and Skills function sits at the very heart of the prison. Within the Coffee Shop, Vita Nova the Chef will supervise and train residents to provide a catering service to staff and visitors; introducing everything from the basics of food delivery to specialist food preparation, baking and cooking.

## 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.

	The department is measured against:
Measurements	<ul style="list-style-type: none"> <li>▪ Classroom attendance measures</li> <li>▪ Qualification targets</li> <li>▪ Pass rates</li> <li>▪ Purposeful activity</li> </ul>

## 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.



**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 supervise and train the residents in the workshop to produce items whilst ensuring Sodexo food safety at all times
- To assist as directed with all aspects of preparation, production and presentation of food
- Responsible for the presentation of all food and beverage, ensuring quality, quantity are consistently monitored, maintained and the display is as per set specification.
- Control and monitor hygiene standards as per HACCAP.
- Assist the catering manager to produce all catering services at the required times to the company's standards, within the agreed specification and to the agreed performance

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Work alongside residents in a kitchen environment by mentoring and supporting their progression
- Supervise items being made by the residents and guide them where required
- Supervise tool usage and be accountable for the items
- Meet the demands of customers by providing the catering services within the contract agreement
- Assist the catering manager to ensure the quality and hygiene of the food cycle from preparation through to delivery according to the Company HACCP
- Assist the management team to enforce relevant statutory, company and site OH&S compliance together with the monitoring of related equipment
- Assist in leading residents to perform their roles to a high standard and in alignment to Sodexo policies and procedures
- Ensure the prompt provision and efficient service of all meals and catering requirements at the specified time to the standards laid down by the catering manager.
- Maintain levels of stock to the agreed establishment targets.
- Ensure that methods of preparation, production and presentation comply with Sodexo's standards and procedures.
- Obtain purchases from Sodexo nominated suppliers.
- Comply with all Company & Client policies, site rules and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place and training of staff.
- Ensure that all equipment used, is in safe working order, checked regularly and serviced. Report any faults to management/client and ensure equipment is not used until safe.
- Ensure that all equipment, monies and the overall establishment, is safe and secure at all times
- Ensure the standards across the site(s) are in accordance with the Service Level Agreements and Key Performance Indicators specified in the service contract
- Assist the catering manager, deputising in their absence to ensure that all Sodexo employees project a positive, approachable, friendly and professional image
- This list is not intended to be exhaustive but to give a brief outline of what is expected
- Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year
- Update professional knowledge and expertise as appropriate to keep up to date with developments

- Undertake duties as required by the Head of Learning and Skills or Director that will contribute to the effective operation of HMP & YOI Bronzefield.

**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.

- Service delivery to the standard detailed in the contract as a minimum
- To have a complete understanding of Sodexo policies, rules and regulations where applicable
- Compliance with all relevant Health and Safety regulations
- Positive customer satisfaction and colleague/customer relationships
- To keep all Health & Safety / Food safety up to date within the company's policies

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

**Essential**

- Proven experience in providing a high standard of food for catering services
- Industry acumen and knowledge of external catering developments & innovations
- Personal innovation and passion
- Demonstrative customer focus and service skills
- Strong communication, and negotiation skills
- Relevant craft and H&S qualifications and training
- To have an interest in the rehabilitation and resettlement of offenders
- The ability to manage confrontation and challenging behaviour
- A positive, motivated and enthusiastic outlook
- Attention to detail
- Able to work on own initiative within a team environment

**Desirable**

- IT literate
- Teaching qualification (Minimum of CTLLS) or PGCE
- Experience of working in a custodial environment

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> <li>■ Growth, Client &amp; Customer Satisfaction / Quality of Services provided</li> </ul>	<ul style="list-style-type: none"> <li>■ Leadership &amp; People Management</li> </ul>	
<ul style="list-style-type: none"> <li>■ Rigorous management of results</li> </ul>	<ul style="list-style-type: none"> <li>■ Innovation and Change</li> </ul>	

■ Brand Notoriety	■ Business Consulting
■ Commercial Awareness	■ HR Service Delivery
■ Employee Engagement	
■ Learning & Development	

9. Management Approval – To be completed by document owner

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Document Owner			