

# Job Description:

## Sous Chef



|  |                         |
|--|-------------------------|
| Function:                                      | Facilities Management   |
| Position:                                      | <b>Sous Chef</b>        |
| Date (in job since):                           | TBC                     |
| Immediate manager<br>(N+1 Job title and name): | Catering Manager        |
| Additional reporting line to:                  | Site Operations Manager |
| Position location:                             | Cambridge               |

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

To 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, qualitative and financial targets. To take responsibility for the services in the absence of the catering manager

### 2. 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.

- Working with a range of different people, i.e. AZ clients, AZ customers, Sodexo suppliers, contractors and Sodexo colleagues
- Flexibility and Adaptability in a variety of Facilities Management responsibilities in a dynamic and fast paced environment
- Come up to speed quickly on a complex stakeholder map spanning multiple organizations (Sodexo, AstraZeneca, Other Service Partners)
- Keeping service consistency across the Cambridge Campus

#### 4. Main assignments and Accountabilities – Indicate the main activities / duties to be conducted in the job.

- Meet the demands of customers by providing the catering services within the agreed SLA and 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 catering employees 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.
- Ensure that all costs and expenditure are within the budgeted levels, all costs such as labour, expenses, cash purchases are agreed with your line 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

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

##### Knowledge, skills and experience

##### **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

##### **Desireable**

- IT literate

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

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|---|
| ▪ High level of practical knowledge of relevant employment, hygiene, Health and Safety and general legislative requirements |
| ▪ Experience of working within a team   |
| ▪ Attention to detail   |
| ▪ Ability to work on own initiative   |
| ▪ Flexibility that is focused to delivering customer satisfaction   |
| ▪ Previous experience of working within Facilities Management (advantageous)  |

**8. Management Approval** – To be completed by document owner

|                |                |      |            |
|----------------|----------------|------|------------|
| Version        | 1.0            | Date | 07/11/2019 |
| Document Owner | Jessica Hamill |      |            |

**10. Employee Approval** – To be completed by employee

|               |  |      |  |
|---------------|--|------|--|
| Employee Name |  | Date |  |
|---------------|--|------|--|