

**DEFENCE & GOVERNMENT SERVICES**

**DST JOB DESCRIPTION**

**CHEF**

|  |  |
| --- | --- |
| Function: | Defence & Government Services |
| Generic job:  | Chef |
| Position:  | Chef |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Catering Manager  |
| Additional reporting line to: | Head Chef |
| Position location: | DST Leconfield All Catering Outlets |
|  |
| 1. Purpose of the job  |
| * To provide effective delivery of catering services to the client organisation
* To prepare, cook and serve meals to the customer to the highest possible standard, in line with the service level agreement; by following the relevant recipe cards as directed by your Line Manager
* Embracing the principles of Collaborative Business Relationships (BS11000), in line with Sodexo’s vision and values
 |
|  |
| 2. Dimensions  |
| N/A |  |

Draft. Version: 27-03-2014

|  |
| --- |
| 3. Organisation chart  |
|  |

|  |
| --- |
| **4. Context**  |
| * Comply with all Sodexo Company Policies/Procedures
* Comply with all Legislative Requirements
* Adhere to any local Client Site Rules and Regulations
* Role model safe behaviour
* Unsociable hours in line with business requirements maybe required
* Flexibility on work schedule and location maybe required.
 |

|  |
| --- |
| 5. Main assignments  |
| * To continue to develop one’s own skills and knowledge within the position, including any required training courses
* To maintain excellent client/customer relationships
* To attend team briefs, huddles and meetings as required
* To attend your performance development review to discuss job standards and agree development activities
* To maintain a clean and tidy work area at all times including your service counters
* To maintain high levels of personal hygiene
* To wear the appropriate uniform and PPE as required, and to ensure that your clothing and PPE are clean and serviceable at all times
* To care for all available resources including equipment, materials and supplies as directed
* To report any near miss occurrences, accidents or faulty equipment to management
* To ensure effective communication with line manager, team, customer and client organisation
* To maintain all areas of responsibility to the set service standards and in line with applicable service offer
* To ensure that food is cooked, served and stored at the correct temperature at all times and that all mandatory checks are completed at the correct time.
* To assist with the control and storage of all food types
* To monitor and record temperatures of fridges, freezers, hot cabinets and serveries’ as directed by your Line Manager
* To ensure that all handover procedures are completed with incoming teams and all opening and close down procedures with a particular emphasis on cleanliness and security
* To comply with all working instructions, identifying procedures when ordering and receiving goods including communication of Non-Conformance
* To provide catering support services in all catering facilities across the site including food preparation (including Vegetable preparation), cooking and presentation, storage and disposal of food and monitoring practices to ensure that company and legislative requirements are met
* Carry out Weekly Stock Takes when asked to do so
* To carry out any other reasonable tasks and/or instructions as directed by Management
* To carry out all cleaning tasks within the Food Preparation, and Service areas
 |

|  |
| --- |
| 6. Accountabilities  |
| * Accurate completion of tasks detailed in the work requirements resulting in successful audits and minimal customer/client complaints
 |

|  |
| --- |
| 7. Person specification  |
| Essential:* Demonstrate experience in a similar within a service industry at a comparable level
* Must have one of the following qualifications or equivalent:- BSC (Catering), MHCIM, HND, City and Guilds 706/1 and 2, NVQ level 2 and 3
* Knowledge of health and safety
* CIEH level 2 qualification or equivalent
* Able to demonstrate attention to detail and adherence to standards
* Knowledge of MS Office (Word, Excel and Outlook)
* Shifts will be; Earlies/Lates/Weekends and Functions during a 5 day out of 7 working week

Desirable:* Experience of working within a Military Environment
* Proven experience of Managing Client Relationships
 |

|  |
| --- |
| 8. Competencies  |
| N/A – this section is for management job descriptions only |

|  |
| --- |
| 9. Management approval |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Version | 1 | Date | 01 December 2016 |
| Document owner | Ray Jackson |

 |