

Job Description

Job Title: Chef

Job Summary: To supervised and coach prisoners in the production of 1300 plus meals 3 times a day. To be able to work when in contingency. 365-day operation. Will need to work on a rota basis for all bank holidays including Christmas day.

Responsible to: The Head chef or nominee in the absence of.

Responsible for: Portion control, meal deadlines, supervising prisoners in each area, to provide a quality service in a high security area. Food hygiene, Health, and safety.

- To be able to cover when contingency plans go live or in other emergency situations.
- To help on other Sodexo units when required with reasonable notice.
- To ensure delegations are to trained personnel.
- To ensure training and development needs are met for yourself and your team.
- To supervise, coach prisoners
- To identify training needs for yourself and your team.
- To attend training when required.
- To share and promote best practise.
- To react to any issued in a calm, professional and timely manner.
- To give clear communication
- To promote a positive and happy workplace.
- To be able to support your team with any issues or actions for a smooth-running operation.
- To ensure accident forms are completed when needed.
- To ensure near hits are reported.
- To control the use of stock, overproduction, wastage, and theft.
- To ensure all supplies are signed for by each department.
- To manage disposables, cleaning supplies the overuse of.
- To ensure the presentation and taste of all foods are to a good standard.
- Menu, recipe, allergens, and calorific values are in compliance as per the in-house drive system.
- To check stores in advance for stock availability.
- To ensure food s are not prepared to far in advance.
- To manage the HACCP system.
- To ensure your team is completing tasks in a timely manner.
- To manage cleaning schedules and report any updates when required.
- To report broken equipment or fabrication issues to your line Manager
- To be able to create special diet menus due to allergies.
- To be able to perform during an audit.
- To be able to work alongside prison officers counting their wing meal orders before leaving the kitchen.

- To ensure shadow boards are checked as per process.
- To manage the movement of kitchen prisoners in line with local agreement.
- Cash handling when required.
- To positively promote Sodexo
- To complete any other reasonable task within reason.