

Job Description:

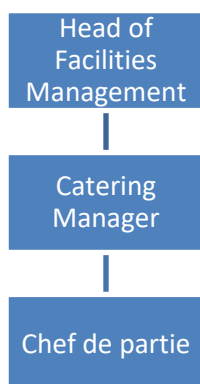
Chef de partie

Function:	SODEXO JUSTICE SERVICES – HMP & YOI Bronzefield
Job:	Chef de partie
Position:	Chef de partie
Job holder:	Catering Manager
Date (in job since):	
Immediate manager (N+1 Job title and name):	CATERING MANAGER
Additional reporting line to:	Head of Facilities Management
Position location:	HMP & YOI Bronzefield

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

- To assist in the preparation and cooking of meals for 600 residents twice daily in accordance to Sodexo policies and procedures.
- Maintain all food safety/ Health and Safety regulations.
- Provide Residents support to increase their Catering knowledge and pass a recognised Catering qualification.
- Follow instructions given by Catering Manager and Supervisor
- Provide support to residents whilst they work alongside you, sharing knowledge, skills, and training
- Increase prisoners' employability and reduce re-offending

2. 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.



3. 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 challenging individuals in a large catering environment.
- Working within a strict time frame.
- Adhering to Sodexo policies and procedures.
- Controlling the receipt, storage & issue of resources

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

- Ensure the safe training and supervision of prisoners
- Assist residents to achieve a Food Safety Level 2 to be carried out at regular throughout the year
- Assist residents to achieve NVQ Level 1&2 qualifications in Catering where possible
- Be compliant with all paperwork requests within the department and wider prison context
- To assist in the preparation and cooking of meals for 600 residents twice daily in accordance to Sodexo policies and procedures.
- Following the choices from a four week menu of a varied and diverse menu options.
- Maintain all food safety/ Health and Safety regulations.
- To provide Residents support to increase their Catering knowledge and pass a recognised Catering qualification.
- To follow instructions given by Catering Manager and Supervisor.
- To challenge negative behaviour reporting to catering prison officers.
- To increase prisoners' employability and reduce re-offending.
- Assist with tool checks on regular intervals through-out the day.
- To ensure all relevant policies and procedures, such as Security, Health and Safety and adhered to and take responsibility of the work area
- Attend team meetings to evaluate progress and promote good practice and attend staff meetings.
- Establish a rapport with residents to encourage them to learn and achieve a recognised qualification
- Monitor quality control of work produced by prisoners to maintain standards required
- Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
- 37.5 hour week full time over a 7 day period (rota already in place) including Bank holidays
- Undertake duties as required by the Director or Catering Manager that will contribute to the effective operation of HMP & YOI Bronzefield

5. 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.

- A flexible and responsive attitude
- Enthusiasm for the subject area
- Willingness to innovate and demonstrate self-motivation
- Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion
- Participate in training as required in order to keep up to date with all mandatory and refresher training
- Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and procedures
- Every employee will be required to obtain a successful security clearance and DBS check.

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

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

- Minimum Qualification City and Guilds 7152/06-07 or 706/2 diploma in food production and cooking or equivalent.
- Knowledge of catering
- Experience of industrial catering.
- Ideal experience of custodial settings
- To have an interest in the rehabilitation and resettlement of offenders
- Understanding of diverse groups
- To have an ability to communicate effectively at all times through different mediums, including spoken and written communication.
- Ability to be flexible and have a dynamic approach to delivery whilst under pressure.

Desirable

- Experience of instructing/supporting people with challenging behaviour
- Experience in a prison or forces environment
- Experience of teaching or working with disadvantaged groups or in a Young Offender or prison environment.

8. Management Approval – To be completed by document owner

Version	01	Date	22/07/17
Document Owner	Tanvir Hynes		