

# Job Description

Function:	Health and Care
Position:	Chef Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Regional Manager Nuffield South
Additional reporting line to:	
Position location:	Nuffield Health Exeter Hospital

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

Manage a team of 14 to deliver a high quality service to patients and staff 365 days a year. The site has a staff / visitor restaurant, patient feeding inn a large private hospital. You will have to ensure food is delivered in a clean safe environment ensuring all areas of safeguard, EHO and Nuffield policies are adhered too. Manage all aspects of staffing and ensure the smooth running of patient and staff feeding. Liaise with client to ensure all requests are completed within the required timeframe. Attend client meetings and represent Sodexo.

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

- Order all provisions in line with Sodexo ordering policy and using Recipe on line or for nonfood goods use nominated Sodexo suppliers
- Ensure that all areas of the kitchen and food service areas are kept clean and well maintained. Reporting any defaults to client and helpdesk and ensuring completion of outstanding issues
- To ensure completion of all the Sodexo SMS paper work, temperatures, electrical checks, COSHH, HACCAP etc.
- To pass all internal and external audits such as safeguard, EHO and Nuffield audits
- To managing the team to achieve the desire results driving forward service excellence and delivering quality.
- Train all members of the team using the Sodexo GREAT training cards, induction, Nuffield training, passport training and competency observations
- To ensure the weekly rotas are complete in the correct time frame and labour is managed within budget agreements
- To complete daily and monthly billing
- Complete daily cashing up in accordance to Sodexo's trading procedures
- Close accounts at agreed times
- Comply any reasonable requested by your line manager in a the required time frame
- Complete any reasonable requested by Nuffield in the required time frame
- HR issues are dealt with in accordance to training
- Manage your emails and correspond in a timely professional manor
- Liaise with the hospital director and clients team
- To cover cooking shifts in the kitchen daily and to cover short or long term to meet the needs of the business

## 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

Complying with Food and Health and Safety Regulations  
 Managing the Sodexo systems such as payroll, accounting, billing and HR  
 Work with the onsite staff to ensure employee engagement and welfare is managed  
 Work with the Senior management team (Hospital Direct Matron, Sales and Service Manager)

## 4. 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.

- Achieve a PSS client KPI
- Positive PSS comments
- Pass internal Nuffield audits
- Acquire a 5 star EHO audit
- Acquire a green safeguard result
- Monthly P&L in profit

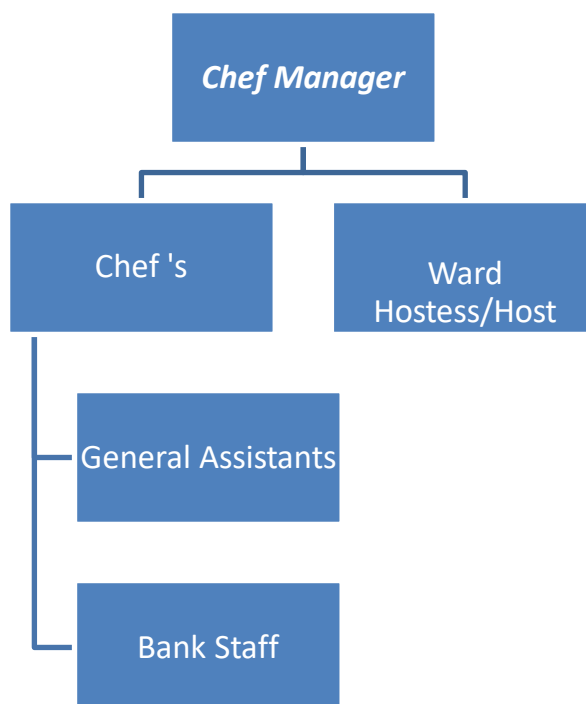
**5. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

35 bed hospital dealing with inpatients / day cases patients  
Staff feeding Monday – Friday – call order weekend menu  
Hospitality and functions

**6. Job profile** – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Organised and be able to deliver on time
- Track record of developing and leading a team
- Good written and verbal communication
- Proficient with Microsoft office suite
- Previous management experience in delivering results
- Experience in managing client relationships
- Food Safety Level 3

**7. Organization chart** – Indicate schematically the position of the job within the organization. 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.



Received:

Date:

Date:



Job holder

Immediate Manager