

Job Description: Hospitality Chef



Function:	Schools – Independent and Private
Job:	Hospitality Chef
Position:	Hospitality Chef
Job holder:	TBC
Date (in job since):	N/A
Immediate manager	Hospitality Head Chef
Additional reporting line to:	Bekynton Head Chef and Sous Chef
Position location:	Eton College

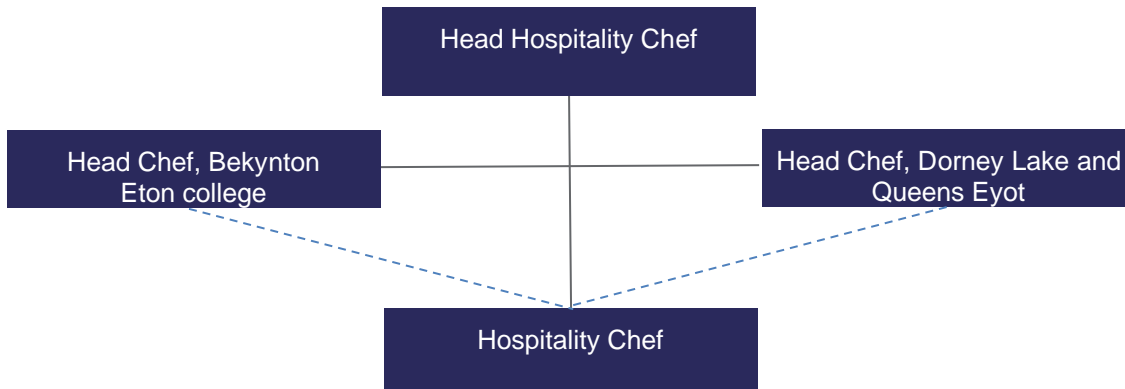
1. Purpose of the Job

- To be responsible for the timely and efficient preparation of all hospitality within Bekynton and other associated areas within the College (and Dorney Lake); and to assist with core feeding when required.
- To ensure this food production meets both Sodexo's standards of Fresh Food from Scratch and the client expectation of delivering the very best food and service in the independent school sector
- To be a real foodie and inspire others around you to get excited about food and culinary creativity – this may be the chef team or the front of house team ; to develop new hospitality dishes and menus
- To ensure all Food Safety and Health and Safety procedures and policies are complied with at all times; ensuring all due diligence paperwork is completed correctly for hospitality food production.
- To be an allergy champion
- To inspire – the client team, colleagues, clients and visitors.
- To be a Sodexo ambassador by promoting Sodexo and the value it brings to Eton college and Dorney, allowing the client to focus on their core business of providing education. It is our role to support the environment students work in to do the very best academically whilst at Eton college.
- To be financially aware – to work within cost and budget parameters for each event or function; to work with the Head Chefs to seek out commercial value in purchasing;
- To attend training as required
- To be an ambassador for Sodexo and positively demonstrate and live and breath the values and philosophies

2. Dimensions

Financial	▪ Yes – Support the Head Chefs in achieving unit budgets; costings pre and post events
Staff	▪ No
Characteristics	<ul style="list-style-type: none"> ▪ Bekynton currently has 650+ students and 170 staff ▪ Eton college and Dorney delivered in excess of 2500 events in 2018/2019 ranging from a small afternoon tea, fine dining for up to 300 and sports event with 10000 people onsite

3. Organisation chart –



4. Context and main issues

- Daily production of hospitality requirements, ensuring prep and mise-en-place completed beforehand
- Delivering food standards in multiple hospitality venues in both large (student dining) and small numbers (for fine dining). Innovation and providing “Creativity” is key.
- Working with the Head chef to provide effective financial control of client food
- Exceptional execution of all food hygiene and health and safety systems, including allergy management
- Compliance with all cleaning schedules
- Recognising and adapting our offers to differing customer groups – Mainly hospitality across all client venues, but may also include students, parents, prospective students and families, academic staff, senior management, visitors and commercial let customers
- Liaison with hospitality manager, hospitality supervisor and hospitality FSA's

5. Main assignments

- Execute hospitality culinary activities at all Eton College Locations and other locations in which we are asked to cater.
- Manage and control the services to the agreed specification and to the agreed performance, meeting financial targets.
- Supply Chain Management – ensure value for money is achieved through using only Sodexo nominated suppliers to promote a robust management of purchasing.
- Nurture client relationships in order to stabilise & develop them for long term partnerships
- Support identification of new opportunities for organic growth and new business.
- Exceptional management of Food Hygiene, Health, Safety and Environmental Legislation using the Sodexo Safety Management System.
- Responsible for driving Continuous Improvement and innovation to realise the expectations of the Group Executive Chef

- Strategic and technical support – professional advice to customers, peers and the team.
- Ensure planning, costing and implementation of all menus, ensuring all menus are balanced, provide variety and seasonality, exhibit innovation and current trends and are financially robust.
- To champion the Fresh Food from Scratch Standards ensuring Eton college and Dorney lake is the unrivalled site to see and shows off the very best to prospect accounts and visitors alike.
- To role model the “Focus on Five” management behaviours – Communication, Recognition, Performance, Training and Development and Clear Direction.
- To exhibit the values of both Sodexo and Eton college and Dorney Lake
- To establish and maintain productive working relationships with individuals at all levels within the School and Sodexo.
- To engage with key client groups - “Walk the Floor” during service periods and engage and interact with clients, colleagues, and any visitors.
- To represent Sodexo and Eton college and Dorney lake at industry events and competitions
- To attend meetings when required when planning events

6. Accountabilities

- High levels of satisfaction and feedback from the client groups – Students, Parents, Visitors, School Staff, Lets Business and Commercial Events organisers with the College Campus
- Consumption costs and budgetary controls are on target or better
- High levels of staff engagement and morale
- Regular introduction of innovation that supports the business growth
- All due diligence paperwork completed correctly for each event that you are present at or responsible for

7. Person Specification

Essential

- NVQ level 2 Food Production certificate or equivalent
- Intermediate/L2 Food Safety
- Allergy management trained
- Strong level of literacy and numeracy
- Experienced Chef who has operated in a busy, client facing environment, ideally with fine dining experience
- Good communication and interpersonal skills
- Flexible, with the ability to work under pressure and across a range of shifts and service times
- Team player
- Excellent time management and organisational skills
- Ability to set and maintain standards
- PC literate

8. Competencies

■ Growth, Client & Customer Satisfaction / Quality of Services provided	
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	■ Employee Engagement
■ Commercial Awareness	■ Learning & Development

Contextual or other information

This job description reflects the present requirements of the post. The job description will be reviewed annually as part of the approval process. As duties and responsibilities change and develop, the job description will be subject to amendment in consultation with the postholder.

Postholder:

Signed: Date:

Name:

Manager:

Signed: Date:

Name:

9. Management Approval – To be completed by document owner

Version	1	Date	17/09/2021
Document Owner	Steven Wylie – Group Executive Chef		