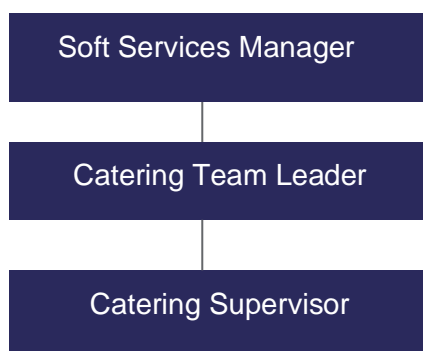


JOB DESCRIPTION

Position Title	Catering Chef Supervisor	Department	Catering
Generic Job Title	Catering Chef Supervisor	Segment	Sodexo Justice Services
Team Band	Band	Location	HMP Addiewell
Reports to	Catering Chef Team Leader	Office / Unit name	SJS

ORGANISATION STRUCTURE



Job Purpose

- To supervise the Catering PCO staff and kitchen residents in the preparation of meals in accordance with approved recipes and menus.
- To supervise kitchen residents in the clean-up activity to maintain high standards of hygiene, safety, health standards and security.
- To Support Catering PCO staff Carrying out searches of residents and goods received.
- To manage the prison kitchen in aspects of Food Hygiene and Food safety.

Accountabilities or “what you have to do”

- Ensure all food is prepared and handled in accordance with the relevant guidelines.
- Assist to maintain efficient and secure receipt, storage and issue of foods and provisions and maintain documents related with these systems.
- Complete all relevant daily paperwork
- Ensure all requests for maintenance of plant equipment are processed efficiently.
- Ensure prisoners comply with cleaning procedures and stock rotation.
- Ensure all prisoners and visitors adhere to Sodexo Health & Safety procedures and the Food Safety Act 1990
- To instruct and oversee the daily workload of Catering PCO staff and residents
- Ensure meal production timescales are met.
- Maintain liaison with all other departments within the establishment.
- Visit all points of service to ensure all food legislation and portion control is adhered to.
- Always maintain awareness of security and health and safety and report and issues to the appropriate department promptly.
- Perform any other duties that are assigned for the development of the establishment.

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- High performance standard in all related audits.
- Catering department remaining within budget.
- Minimal waste of food items, regular and accurate stock monitoring.
- Accurate and sufficient proportion of meals sent per unit as per portion control systems and budgetary allowances.
- Health, safety, food hygiene and security issues always kept to a minimum through due diligence.

Dimensions

Financial	
Other	

Skills, Knowledge and Experience

Essential

- Comply with Sodexo policies and procedures and wear Sodexo name badge, I.D. and correct uniform at all times.
- Suitable qualifications for example City & Guilds 706 -1/706 -2 or equivalent NVQ level.
- To participate in training as required to keep up to date with all mandatory and refresher training.
- Intermediate level of food hygiene certificate.

Desirable

- Be IOSH Trained or working towards it
- Experience in a similar catering environment for large numbers.

Contextual or other information

Version	V1	Date	May 2021
Document owner	J Patrick		

