

Job Description:

Chef manager Janssen Pharma

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| Function: | Corporate Services |
| Position: | Catering Manager |
| Job holder: | TBC |
| Date (in job since): | TBC |
| Immediate manager: | General Services Manager – Johnson & Johnson Pharma |
| Additional reporting line to: | N/A |
| Position location: | Pharma Little Island, County Cork |

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| 1. Purpose of the Job – state concisely the aim of the job. |
| To be the main point of contact for Sodexo catering on site in J&J Pharma. The Chef manager is responsible for the carrying out of the day-to-day duties to the highest possible standard within the catering department |

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| 2. 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. |
| **Characteristics: Chef manager x1** |

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| 3. 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. |
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| 4. 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, practice that are to be adhered to. |
| * Delivery of a consistent level of service, within the Company's standards, to the contract specification and agreed performance, qualitative and financial targets. * Compliance to company and statutory regulations relating to safe systems of work, health & safety, food hygiene, cleanliness, fire and COSHH. * Ensure the standards across the site are in accordance with the Service Level Agreements and KPI’s specified in the service contract. * Work in the kitchen assisting in the daily preparation of food, making inroads & innovations into creating food concepts, promotions, health eating and sustainable fish options. * Dealing effectively with all catering requests and special functions in addition to daily services * Ensure the standards across the site are in accordance with the Service Level Agreements and KPI’s specified in the service contract. Work in the kitchen assisting in the daily preparation of food, making inroads & innovations into creating food concepts, promotions, health eating and sustainable fish options. * Liaise with Chefs and Management on all food service issues. * Ensure all training is carried out weekly ensuring we are compliant with Health & Safety and Food Safety. * Plan and cost menus to meet the food service offer specified in the contract using Recipe Online and Chef's Work to ensure compliance with fixed food cost. Ensure compliance with menu planning, ordering and stock control procedures — ordering from Sodexo nominated suppliers. * Carry out craft training to improve production skills within the unit to ensure emphasis on healthy eating, presentation and promotions. * Ensure that control of raw materials and portions are to the company's standards and that food is served at the correct temperatures. * Ensure the stock is received and checked in correctly checking goods against invoice for quantity and quality ensured temperature records are maintained. Ensure that all goods are quickly and correctly stored away on rotation system following the "first in, first out" rule and comply with health and safety regulations. * Ensure all costs and expenditure is within the budgeted levels agreed between the client and Sodexo. Control all costs such as labour, expenses, cash purchases and stock as agreed with your Line Manager. * Participate in any necessary training and team meetings as required to complete job responsibilities to the company's and client's standards e.g. Health and Safety, food hygiene. * Ensure that the areas under your control are always left clean and tidy and ensure cleaning rotas are in place. * Ensure high standards of personal performance, hygiene, appearance, and cleanliness always. * Ensure that all catering equipment within the kitchen is in safe working order, checked regularly and serviced. Report any faults to management / client and maintenance engineer, ensure they are rectified, and equipment is not used until safe. * Ensure that the kitchen and stores are safe and secure at all times. * Ensure that the temperature of fridges, freezers and hot cupboards / serveries are monitored and recorded in line with company regulations and the Food Safety Act, ensure all areas comply with HACCP. * Ensure there is adequate cover in the kitchen at all times, plan work schedules according to skills * Communicate well and demonstrate a pleasant, polite, efficient, caring, and friendly service to customers and clients in all areas of service which Sodexo provide. * Comply with all Sodexo company policies / procedures and client site rules and regulations. * Assist at any special ad hoc functions, some of which may occur outside working hours. * Report any customer complaints or compliments and take some remedial action if at all possible, always following company procedure and informing Line Manager. * Report immediately any incidents of accident, fire, theft, loss, damage, unfit food, or any other irregularities and take the appropriate action. * Carry out any reasonable request by management. * Initiate a process of continuous improvement by undertaking company promotions and extraordinary merchandising initiatives to ensure the profitable growth of the contract. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| **Operations**  To deliver a consistent level of service, within the company's standards to the contract specification and agreed performance, qualitative and financial targets  Comply with company and statutory regulations relating to safe systems of work, health & safety, Food safety, hygiene, cleanliness, fire and COSHH  Ensure all staff fully trained in food hygiene regulations  To be agreed with Line Manager and attached, if appropriate, for particular location. KPI's / SLAs to be monitored as part of performance review and appraisal process.  Hold 706/1 & 706/2 or equivalent, IOSH Certificates  Work Knowledge HACCAP |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organisation; they should focus on end results, not duties or activities. |
| :   * Always audit ready approach to food safety and health and safety * Green audit result in Safegard audit report * Work within catering budget and achieve agreed budget targets * Excellent Client and customer satisfaction survey results |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively. |
| **Essential**   * Proven track record in similar role, preferably with at least 2 years’ experience * Good knowledge of a service industry and the importance of customer service * Proven ability to organize tasks * Ability to carry out duties efficiently * 7061/7062 or equivalent certificate in professional cookery * Excellent people skills   **Desirable**   * Practical experience in a similar role * Measured and Consistent Approach to all functions and responsibilities. * Iosh certificate * HACCP training for supervisors /Supervising food safety certificate * Previous experience in managing people and general knowledge in good H.R practices |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires. |
| **Essential Personal Qualities**   * Effective at team building and being able to work well within a team. * Ability to be flexible as and when required, whether it be a work task or an approach to people. * Commitment to job in hand, colleagues, and company. * Extremely customer focused in all dealings with the client and J&J colleagues |

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| 9. Management Approval – To be completed by document owner. |
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| 10. Employee Approval – To be completed by employee. |
| This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals. The post holder will be required at all times to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the business.  I can confirm I have read the full content of my job description and understand the requirements of this role:   |  |  | | --- | --- | | **Employee Signature** |  | | **Date** |  | |

Version: 27-03-2014