Job Description

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|  | *P**osition Title* | **Sous Chef** |  | *Department* | **Kitchen** |  |
|  | *Generic Job Title* | **Sous Chef** |  | *Segment* | **CSIFM** |  |
|  | *Team Band* |  |  | *Location* | **Hull** |  |
|  | *Reports to* | **Catering Manager**  |  | *Office / Unit name* |  |  |
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|  | 1. Organisation structure |  |
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|  | 2. Job Purpose* 1 To ensure prompt and efficient preparation and service of all meals to the Company and Client’s satisfaction
* 2 To demonstrate innovation in our food service offers
* 3 To ensure that stock controls and financial protocols are followed.
* 4 To maintain the cleanliness and hygiene of the Unit to the required standard
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|  | 3. Accountabilities or “What you have to do”.* To ensure that the preparation and presentation of all meal services at the required times and are being provided to the standard of the food service offer as laid down in the Service Level Agreement and to the Client's, Customer's and Sodexo’s satisfaction.
* To ensure that all food is prepared with due care and attention, particularly in regard to customers’ special dietary requirements: for example, nut, dairy or wheat allergies.
* To assist the Management when required with planning menus.
* Monitor waste, ensuring that it is kept to a minimum.
* Ensure all GA’a, FSA’s and Counter hands are trained in the use of equipment as required.
* Assist with the ordering process for the site as and when required.
* Ensure that the Company’s standards of cleanliness are achieved and maintained in all areas in conjunction with the cleaning schedules and ensure they are signed-off to ensure compliance by department manager.
* Comply with all Company & client policies, procedures and statutory regulations including Human Resources, site rules, Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place
* Participate in any necessary training and team meetings as required to complete job responsibilities
* Work as a team to promote harmonious working relationships within the Sodexo team
* Report immediately any incidents or accidents, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate
* Carry out other reasonable tasks as directed by management
* To monitor and rotation of stock and stock control system.
* Ensure that all finances are controlled and banked accordingly.
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|  | 4. Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”* Delivery of a consistent level of service, within the Company's standards, to the contract specification, service offer and agreed performance, qualitative and financial targets.
* Compliance to company and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH.
* Continual innovation is demonstrated with regards to menu and offer development.
* Opportunities for business growth both within the contract and the external market are actively sought.
* Assistance is given in new business contract set up, mobilisation and food offer development.
* Training and development of the team is given a focus for performance, engagement and retention
* Green Safegard audit scores are achieved across the site.
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|  | 5. Dimensions  |  |
|  | *Financial* |  |  |
| *Staff* |  |
| *Other* |  |
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|  | 6. Knowledge, skills and experienceEssential* 1 Previous relevant experience
* 2 CIEH Level 3
* 3 intermediate food Hygiene certificate
* 4 NVQ Level 3 or equivalent

Desirable* 4 Good organisational skills
* 5 Good communicator
* 6 Experience in working within the Catering Sector, showing attention to detail and a high standard of customer care
* Previous experience in a similar role.
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|  | 7. Contextual or other information* 1
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| Version |  | Date | 19.07.16 |
| Document owner | Nadia Linguard |