

Job Description: Chef

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| Function: | | | | Facilities Management | | | | | | | | |
| Job: | | | | Catering Team | | | | | | | | |
| Position: | | | | Chef | | | | | | | | |
| Job holder: | | | | TBC | | | | | | | | |
| Date (in job since): | | | | N/A | | | | | | | | |
| Position location: | | | | HMP Lowdham Grange | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To instruct kitchen prisoners in the preparation of meals in accordance with approved recipes and menus. * To supervise kitchen prisoners in the clean-up activity to maintain high standards of sanitation, safety, health standards and security. * Carry out searches of prisoners and goods received. * Control knives and tools using the kitchen security procedure. (Full training given) | | | | | | | | | | | | |
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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. | | | | | | | | | | | | |
| Revenue FY13: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | |  | | | | | | | | | | |

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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, practices that are to be adhered to. |
| * 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 prisoners * 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. * Maintain awareness of security, health and safety at all times and report any issues to the appropriate department promptly. * Perform any other duties that are assigned for the development of the establishment. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * 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 |

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| 6. 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. |
| * A flexible and responsive attitude * Enthusiasm for the subject area * Willingness to innovate and demonstrate self-motivation * Awareness of and commitment to the promotion of equal opportunities and the recognition of   diversity and inclusion   * Participate in training as required in order to keep up to date with all mandatory and food safety   refresher training.   * Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and   procedures   * Requirement to obtain a successful security clearance. |
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Up to date knowledge of Food Safety Standards. * Experience and training in Allergen Awareness to current legislation * Awareness of Calorie Counts within a variety of menus * Suitable catering qualifications for example City & Guilds 7061/7062 or equivalent NVQ level. * Intermediate level of food hygiene certificate. * Experience in ‘bulk’ catering or catering for large numbers. * The ability to support the Director in delivering an effective and efficient catering service. * Ability to work as part of a team and as an individual |
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | Continuous Improvement | Dynamic approach to delivery whilst under pressure | | Working as a team preferably in a custodial setting | Understanding Diverse Groups | | Knowledge of Catering e.g City & Guilds Qualification | Ability to be Flexible | |

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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | December 2022 | | Document Owner | Leanne Clarke | | | |