

# Job Description – Executive Chef



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Function:	Operations
Job:	Executive Chef
Position:	Executive Chef
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Corporate Executive Chef / Operations Manager
Additional reporting line to:	
Position location:	Qatar

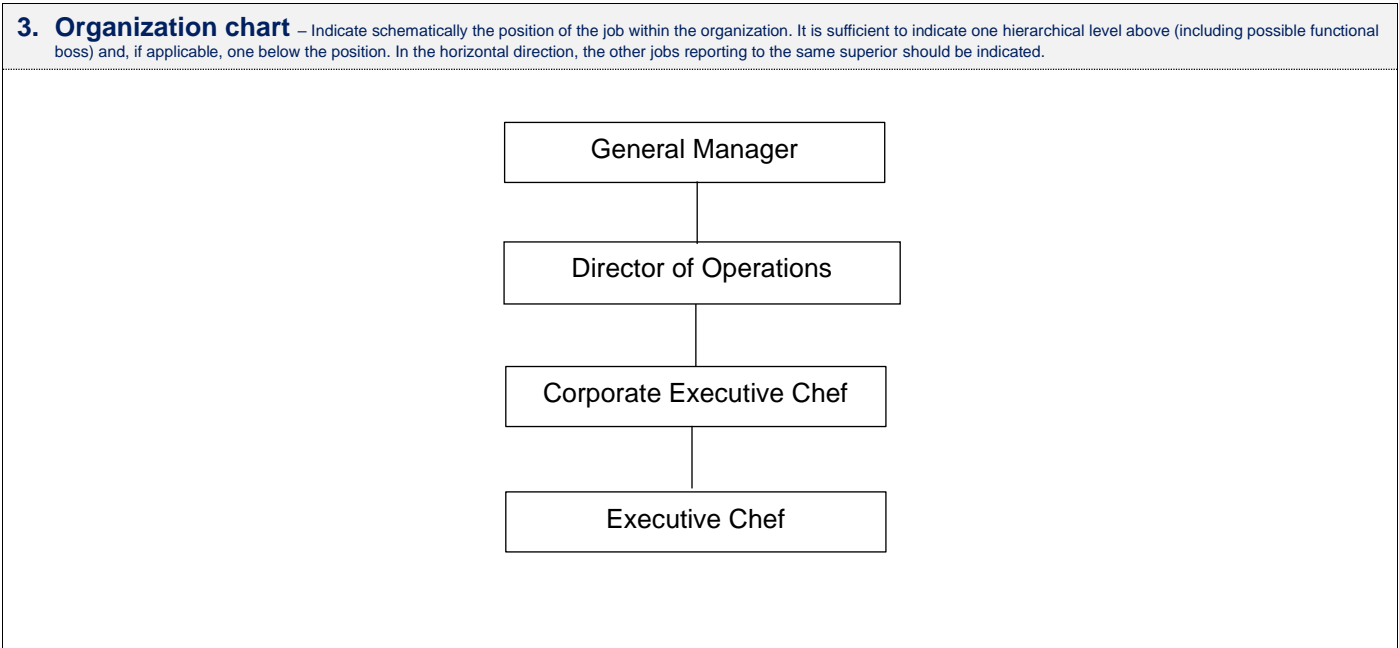
**1. Purpose of the Job** – State concisely the aim of the job.

- Actively lead and drive all elements of Kitchen Team and act as single point of contact for culinary operations.
- Develop key deliverables pertaining to company’s T&L system and waste watch initiatives.
- Leads all Cost optimization initiatives in the Kitchen.

**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 FY22	EBIT growth: NA	Growth type: NA	Outsourcing rate:	NA
	EBIT margin: NA		Outsourcing growth rate:	NA
	Net income growth: NA			
	Cash conversion: NA			

Characteristics



**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.

- Sourcing & identification of right talent with right skills and knowledge.
- Precise coordination between supply chain team and Kitchen team (product knowledge).
- Bulk cooking experience in relevant catering industry.

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

- Ensure all work is carried out as per the contract and client's specifications.
- Manage the preparation, presentation, and service of all meals in a professional manner, providing nutritious, delicious, and well-presented meals within budgetary constraints and maintaining quality and standard as per the specification of services and objectives given by the management.
- Demonstrate excellence in all areas of preparation, presentation, and service.
- Liaise with line manager to discuss day-to-day operational requirements, achievements and improvements and take necessary action accordingly.
- Assist the Site Manager for adequate staff coverage by preparing and assigning duties and working hours to those under their supervision. Ensure compliance with the work schedule.
- Give guidance, support and instructions to Chefs, Cooks, Assistant Cooks and Kitchen General Assistants.
- Develop recipes and prepare menus in consultation with the Site Manager based on the scope of contract, client's feedback, and cost requirements.
- Prepare daily requisition based on the forecasted man-days, menu, and available items in the store. Send requisition to the Site/Project Manager for approval.
- Control & monitor the incoming supplies from stores for quality, quantity, damage, and spoilage.
- Oversee proper handling, packaging, and storage of foodstuffs and ensure the stock rotation procedures are maintained.
- Ensure that the food is prepared as per the planned menu and in line with instructions/feedback received from Site Manager.
- Control and supervise preparation of meals under approved methods and conditions (this includes taste, appearance, and general acceptability to ensure a high level of customer satisfaction).
- Ensure smooth and timely supply of prepared/cooked food to all concerned units.
- Strictly control wastage and ensure compliance with cost control measures and techniques without compromising the quality.
- Supervise periodic inventories.
- Execute additional/special menus/orders agreed between the management and the client.
- Prepare 'a la carte' orders if required contractually or approved by the management.
- Oversee the service line from setup till the end of service.
- Ensure that all kitchen tools and equipment are in working order and inform the malfunctioning (if any) to the concerned immediately.
- Facilitate menu costing.

## 5. Main assignments (Continued....)

- Supervise all kitchen employees to ensure compliance with the company's directives and procedures and by enabling a high level of employee motivation.
- Identify staff training needs and initiate training process in coordination with line manager. Monitor and supervise on-the-job training process as per training guidelines and procedures. Maintain up to date records of on-the-job training.
- Provide continuous learning and training to kitchen staff on various aspects of kitchen management.
- Perform any other task assigned by the line manager or by the Management within the scope of the job.

## 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.

- Ensure Client & Customer Satisfaction.
- Manage cost optimization initiatives as required by the company.
- Making sure employees are motivated and engaged as per company programs.
- Ensure safe working environment, follow laid down HSE protocols

## 7. Person Specification – Indicate the skills, knowledge, and experience that the job holder should require to conduct the role effectively

- Diploma or relevant Hotel Management Certification
- Qualified through Culinary Academy, vocational qualification or equivalent from an internationally recognized Culinary Institution.
- Minimum 6 years of work experience in an Industrial Catering operation in a similar position
- Well-versed in Arabic and English.
- Exceptional client relationship & management skills
- Solid operational experience in Food Industry
- Culturally sensitive and astute, great social and emotional intelligence
- Capable of driving and managing change
- Ability to inspire, motivate and lead virtual and diverse teams and manage experienced operators and large number of employees.
- Excellent communication skills
- Previous experience in the Middle East
- Humility, self-insight, and capacity to learn and develop.

<b>8. Competencies</b> – Indicate which of the Sodexo core competencies and any professional competencies that the role requires	
<ul style="list-style-type: none"> <li>■ Culinary Skills</li> <li>■ Menu planning and recipe development</li> <li>■ Food safety and sanitation</li> <li>■ Budgeting and cost control</li> </ul>	<ul style="list-style-type: none"> <li>■ Leadership &amp; People Management</li> <li>■ Creativity and innovation</li> <li>■ Communication skills</li> <li>■ Commercial Awareness</li> </ul>

<b>9. Management Approval</b> – To be completed by document owner			
Version	1	Date	09/05/2023
Document Owner	Frederique BONNET		