

BE PART OF SOMETHING GREATER  
**BELONG | ACT | THRIVE**

Function:	Operations
Job:	Executive Chef
Position:	Executive Chef
Job holder:	NA
Date (in job since):	20 <sup>th</sup> Oct 2023
Immediate manager (N+1 Job title and name):	Project Manager
Additional reporting line to:	NA
Position location:	Qatar

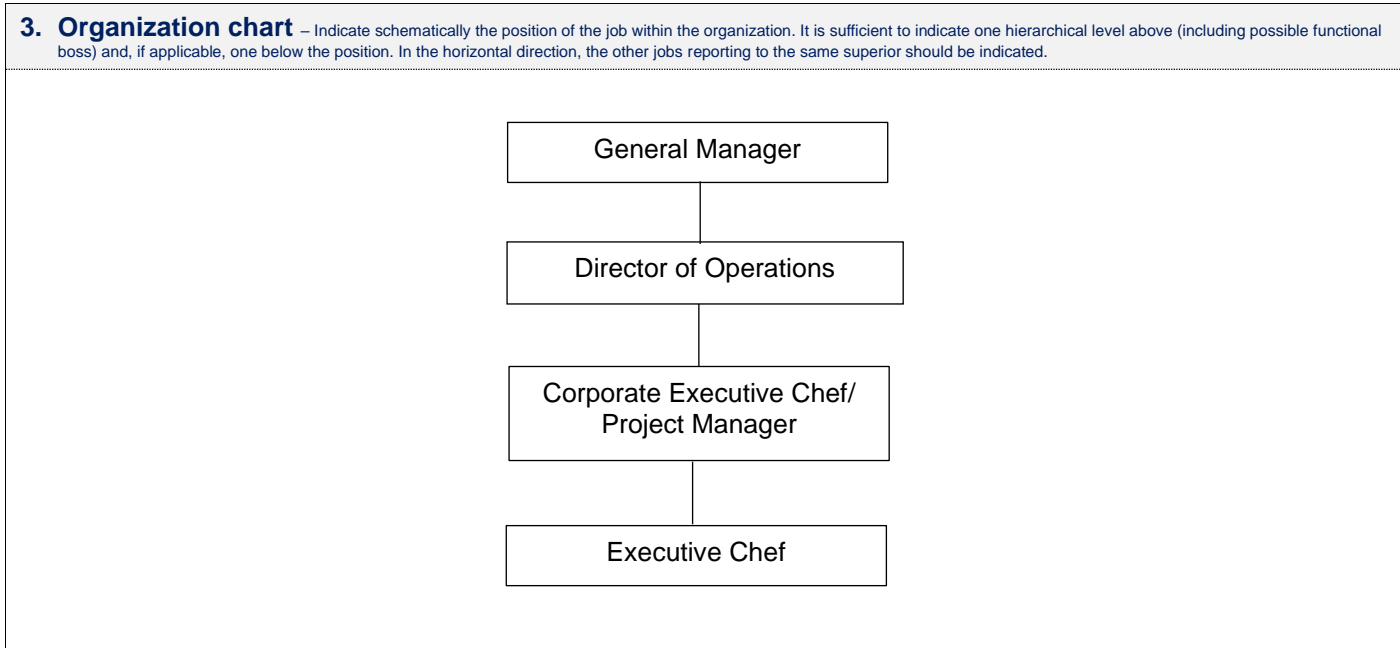
**1. Purpose of the Job** – State concisely the aim of the job.

- 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.
- Responsible for the planning, preparation and presentation of all food items and beverages to the highest possible standards of quality, within the agreed cost, in line with healthcare standards.
- Responsible for menu preparation, costing, training, supervision, and management of all employees in the Kitchen.

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

- Ensure all work is carried out as per the Healthcare Standard Operating Procedures.
- Manage the preparation, presentation, and service of all meals for patients and others in a professional manner, providing delicious and well-presented meals within regulated budget, without compromising quality and standards.
- Demonstrate excellence in all areas of preparation, presentation, and service.
- Liaise with superior and Healthcare Key personnel to discuss day to day operational requirements, achievements and improvements and take necessary action accordingly.
- Assist the Project Manager for adequate staff coverage by preparing and assigning duties/working hours, thereby ensuring compliance with the work schedule.
- Give directions and instructions to Cooks, Assistant Cooks, bakers, butchers, and Kitchen aids.
- Train all Food Production staff in Food Production and related subjects.
- Develop recipes and prepare menus in consultation with Diet coordinator considering Healthcare SOPs, client's feedback, and patient requirements.
- Prepare daily requisition for the next day kitchen supplies considering forecasted man-days, menu, stock in balance in the kitchen and available items in stores. Forward requisition for Managements approval, before issues are made by storekeeper.
- Control and monitor incoming supplies from stores for quality, quantity, damage, and spoilage.
- Oversee and monitor the storekeeper is handling, packaging, and storage of food items at stores and also 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 Diet Coordinator.
- Control and supervise preparation of meals under healthcare approved methods and SOPs.
- Ensure smooth and timely supply of prepared/cooked food to patients, visitors, and others.
- Strictly control wastage and ensure compliance with cost control measures and techniques without compromising with quality.
- Supervise periodic inventories at stores.
- Execute additional/special menus/orders agreed by the client, in line with the contractual requirement.
- Oversee & monitor the service line from setup till the end of service.
- Ensure that all kitchen tools and equipments are always in working condition, any malfunctioning to be reported to the concerned maintenance team immediately.
- Facilitate menu costing.

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

- Directly supervise the entire kitchen staff to ensure compliance with company's directives and procedures and ensure a high level of employee motivation.
- Identify staff training needs and initiate training in coordination with superiors. Monitor and supervise on-the-job training as per training guidelines and procedures. Ensure training records are maintained to date.
- Provide continuous learning and training to kitchen staff on various aspects of kitchen management.
- Handle every complaint/suggestion from clients with positive attitude, sincerity, and promptness. Discuss all complaints/suggestions with superior for remedial action.
- Ensure all work is carried out in compliance with the Quality, Health, Safety and Environment management rules of Client and the Company.
- Always adhere to the QHSE rules and regulations.
- Use correct PPEs and maintain them in good condition. Ensure all kitchen staff have correct tools & PPEs at any given time.
- Arrange necessary QHSE training for staff in consultation with the QHSE Manager on the hazards related to his job.
- Ensure all on-site employees are medically fit and always have a valid food handling certificate on-site.

## 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.
- Total of 8 years of work experience in an Industrial Catering operation with a minimum of 3 years in healthcare background
- HACCP knowledge and compliance
- Knowledge of Joint Commission International “JCI” (or equivalent) standard
- Well-versed in English, knowing Arabic/French is an added advantage.
- Exceptional client relationship & management skills
- Solid operational experience in Food & Healthcare 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
- Experience in the Middle East (previous or current)

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- |  |                                  |
|--|----------------------------------|
| ▪ Culinary Skills                      | ▪ Leadership & People Management |
| ▪ Menu planning and recipe development | ▪ Creativity and innovation      |
| ▪ Food safety and sanitation           | ▪ Communication skills           |
| ▪ Budgeting and cost control           | ▪ Commercial Awareness           |

**9. Management Approval** – To be completed by document owner

Version	1	Date	20/10/2023
Document Owner	Frederique BONNET		

**10. Email your CV to:**

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