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| the finer details Which site am I based at?  Blagdon  Which team am I a part of?  Catering and Facilities department  Who do I report to?  Catering and facilities Manager  Who do I look after?  Catering Team 2 x shifts  Team size?  10  Do you have responsibility for a budget?  Yes qualifications &experience **Essential:**   * NVQ level 3 or equivalent * Food hygiene certificate   **Desirable:**   * Full driving license * A knowledge of Yeo valley policies and procedure | Chef de PartieJob description The Daily management of the onsite canteen operation working with the Chef Manager  **Key responsibilities:**   * Supervising the day to day running of the canteen, delegating co-owners there daily work * Execute duty rotas and daily/weekly paperwork in conjunction with the Chef manager * Plan and execute menus in collaboration with Chef manager * Ensure all deadlines regarding daily meals & other catering requirements are met. * Act as main first of contact for canteen staff in the absence of Chef manager * Responsible for the ordering of all food items, within a cost controlled environment in the absence of Chef manager * Control of stock levels and stock rotation and waste control. * To be capable of problem solving within the catering department * Follow Yeo valley values and lead the co-owners in the same principles * Takes joint responsibility for canteen budgets * To take joint lead with the Chef manager in ensuring staff training is completed in a timely manner * Responsible for ensuring health & safety policies are adhered to develop a good health and safety culture * To ensure internal & external audits are completed to the highest standards and follow up Corrective Actions * Be competent in HACCP, COSSH, Risk Assessments, Audits & Corrective Actions * Exchange ideas and comments with the team and Catering management  What good looks like for this role **Leading and Deciding**  Makes prompt, clear decisions & Initiates and generates activity. Leads others with a clear direction. Sets appropriate standards of behaviour.  Motivates, nurtures and empowers others. Provides co- owners with development opportunities and coaching.  Confidently inspires others with a wholehearted commitment to continuous  Improvement. Sets about with moral courage. Confronts challenges around them.  **Team working**  Demonstrates an interest in others adapts to the team and builds team spirit, recognises and rewards the contribution of others. Listens and consults others communicating proactively.  Upholds the ethics and values of the business, demonstrating integrity. Openly trusts and respects others. Collaborates openly for the good of Yeo Valley.  **Adapting and Coaching**  Adapts to changing circumstances. Leads the team to new ideas and change initiatives. Adapts interpersonal style to suit different people or situations.  Supports, leads and develops others in their roles. Challenging and stretching others in a supportive manner. Celebrate achievements.  **Organising and Executing**  Sets clearly defined objectives, delivers on projects by planning well in advance taking into account all variables and possible changing circumstances. Identifies and organises all resources needed to accomplish tasks.  Focuses on customer needs and satisfaction. Sets high standards for quality and  Quantity.  Monitors and maintains quality and productivity. Works in a systematic, methodical and orderly way. Consistently achieves project goals |

### HR use

Date of last review: Job reference no: Job level:

Job family: