

Job Description Chef Manager

1. Job Details

Job Holder	:	INSERT
Job Title	:	Chef Manager
Line Manager	:	Operations Manager
Location	:	INSERT

2. Job Purpose

As integral members of the Entier team, you will contribute to the provision of top quality catering service and will actively demonstrate role model attitudes and behaviours by displaying an approachable, friendly and helpful manner to colleagues and customers at all times and in a safe manner. Actively work towards KPI's as agreed by your Line Manager.

3. Key Result Areas

- Compliance with policies and procedures (as set in EMS and by Operations Manager)
- Compliance with any Unit Specific Training Requirements (including First Aid, Advanced First Aid, Safety Rep Training and COSHH Training)
- Commercial Performance of assigned unit (as set by Operations Manager)
- Training and development competence people management of all staff on board (as defined by crew Job Specifications)
- Improve Customer and Client Satisfaction
- Ensure the Safety of yourself and others at all times by actively contributing towards Unit and Company Safety objectives
- Specific key result areas and key performance indicators will also be set regularly with your Operations Manager
- A good standard of education required with relevant craft/trade training essential.
- Actively promote the Entier brand, identify any future business opportunities and communicate these potential opportunities to your Line Manager

4. Summary of Day-to-Day Duties and Responsibilities

- Ability to communicate and manage efficiently at all levels, motivate staff and develop a working team environment.
- In-depth knowledge and application of Entier EMS Manual
- In-depth knowledge and application of Entier Human Resource Policies and Procedure (including familiarisation of the Employee Handbook, HR Tool Kit, COTA Agreement etc)
- Ability to complete and submit the financial tasks, supplementary sheets and manpower sheets accurately and within the required timescales
- Ensure that you adhere to the stipulations as set out in the Scope of Service

- Successful People Management of all crew Including regular monitoring of night shift performance though inspections and SSIQs)
- Ensure that all core competency training records are reviewed regularly and kept up to date
- Monitoring and communication of all crew items in conjunction with Crewing agency representative complete crew appraisals and monitor/actively improve crew performance
- Attendance and participation of client safety initiatives, safety meetings and Town Hall meetings.
- Ensure that the safety assessment (including PUWER, Risk Assessments, Safe Systems of Work, COSHH etc.) are maintained and updated as and when required
- Daily crew meetings and Tool Box Talks held and recorded
- Ensure that the stock is kept to the agreed levels at all times
- Responsible for following the Bond banking procedures as set out in the EMS Manual

5. Chef Management Responsibilities (duties must include, but not be limited to):

- Ensure all services are provided in accordance with specification of services and alliance agreement, ensuring compliance with alliance contract performance audits including completion of all relevant documentation.
- Ensure all personnel comply with Entier EMS Manual with the emphasis on continuous improvement.
- Liaise with Client on the Unit to ensure smooth running of unit and maintain good relations between onshore and offshore.
- Responsible for Entier personnel and welfare administration, such as manpower sheets and to liaise with Operations Manager / Human Resources Manager on specific matters relating to personnel. Also including identification of employees' training needs and dealing with employee relations matters and succession planning.
- Facilitate, at agreed intervals, quality control meetings with Chef / Night Cook Baker, assessing reports on standards of performance and budgetary controls ensuring any improvement action required is implemented, controlled and monitored.
- Ensure a comprehensive and structured induction programme is delivered to all Entier and agency employees, new to the unit.
- Ensure staff are trained to the standard of all relevant Operational Procedures, such as Safety Media Modules, Hygiene Codes of Practice, and Entier EMS Manual and that competency can be achieved and demonstrated, where requested.
- Ensure all staff wear their designated uniforms and appropriate PPE, and are well presented at all times paying particular attention to personal hygiene, and pride in being a Entier employee and an integral member of the team.



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- Personally observe all Entier/client safety rules/regulations and ensure staff compliance with same.
- Demonstrate by example, Entier Visions and Values, and monitor staff's understanding.

6. Declaration

I _____ confirm that I fully understand the information detailed above and will carry out my duties as an Entier Manning Services Singapore Chef Manager in line with this Job Description:

Signed by employee: _____

Date: _____