

JOB DESCRIPTION



JOB TITLE	Chef Manager
DATE	May 2026
DIVISION	Public FM
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

As a Chef Manager at OCS, you will take the lead in delivering high-quality catering services within a public sector environment. You will be responsible for managing kitchen operations, leading and developing your team, and ensuring food quality, service delivery and compliance are consistently delivered to the highest standards.

This is a leadership role where you will drive performance, maintain strong client relationships and ensure the catering operation runs efficiently, safely and in line with contractual and regulatory requirements.

KEY TASKS & RESPONSIBILITIES

- Lead and develop the catering team, promoting high standards of performance, presentation and customer service
- Oversee the day-to-day kitchen operation, ensuring food quality, consistency and service excellence
- Ensure compliance with all client, company and legal requirements, including Health & Safety and food hygiene standards
- Manage budgets across labour, food and materials, ensuring cost control and efficient resource use
- Maintain effective cash handling and financial controls where applicable
- Conduct accurate stock takes and manage stock levels effectively
- Ensure all statutory documentation, audits and compliance records are maintained
- Foster a positive team culture, supporting training, development and performance management

QUALIFICATIONS, SKILLS & EXPERIENCE

- Must have the Right to Work in the UK and willingness to undergo an enhanced DBS check
- Proven experience in a catering management or chef management role
- Strong understanding of budget control, cost management and P&L performance
- Good knowledge of food safety, Health & Safety and compliance requirements
- Leadership experience, with the ability to manage, motivate and develop teams
- Strong organisational and communication skills
- Ability to manage a fast-paced catering operation and prioritise workload effectively

Desirable:

- Membership of the Institute of Hospitality (IOH) or Healthcare Catering Association (HCA) (or working towards)
- Intermediate or Advanced Food Hygiene certification
- Health & Safety qualifications (e.g. IOSH)
- Catering qualifications such as City & Guilds 706/1 & 706/2 or equivalent
- Experience within public sector or healthcare catering environments

WORKING ARRANGEMENTS

This position will be based at <site/location>, working <shift pattern / hours>.

ACCEPTANCE OF ROLE

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: