

JOB DESCRIPTION

Vacancy reference:	SRF42680-R
Post Title:	Chef de Partie
Grade:	4
School/Department:	Campus Commerce
Reports to:	Head Chef
Responsible for:	N/A

Purpose

To work alongside the Sous Chef undertaking day-to-day activities across several kitchens whilst ensuring that work is completed to the specified standard set.

Main duties and responsibilities

1. Preparation and cooking of food for service.
2. Supervise and co-ordinate the preparation and cooking of food for service, for both call order and large scale operations.
3. Ensuring food is presented to the specified standard.
4. Producing food, the specified recipe ensuring cost controlled and minimising waste.
5. Ensure production is carried out in accordance with the Universities HACCP food safety plan.
6. Contribute to the development of menus, assisting the wider team with menu and product development.
7. Receive and respond to customer feedback.
8. Provide excellent customer service at all times.
9. Ability to adapt menus to suite individual customer requirements as necessary
10. Supervise food production across several locations.
11. Deputise for Head Chef as and where required
12. Ensuring correct stock levels are maintained and wastage is minimised
13. Ordering from suppliers, inputting invoices, stock taking and recording wastage, using the stock management system
14. Ensure staff use the food safety management system for recording temperatures of food, monitoring temperature-controlled storage areas and recording cleaning tasks.
15. Ensuring all documentation is completed and maintained correctly,
16. Monitoring kitchen equipment and storage areas to ensure standards are maintained, reporting faults as necessary.
17. Driving University vehicles, moving food and equipment both on and off campus.
18. Follow the University safe driving code. Ensure the vehicles are road worthy & report defects.
19. Maintain secure working environment, in relation to University property, stock and premises.
20. Carrying out duties in a manner which ensures the highest reasonably possible environmental and sustainability standards are met.
21. Follow all regulations & legislation including fire procedures, C.O.S.H.H. & accident procedures.
22. To take reasonable care for your own health and safety, and that of persons who may be affected by your acts or omissions at work. You are required to consult your immediate manager on

precautions and procedures relevant to your activities. You must comply with local rules, reporting procedures, safe working procedures and emergency arrangements and must not interfere with or misuse anything provided in the interests of health, safety or welfare.

23. Such other duties as may be required by the unit by Supervisor or Catering Management Team.

Supervision received

Head Chef

Supervision given

Commis Chefs, Cooks, Kitchen Porters, Student Workers.

Terms and conditions

Due to the nature of our operations working hours can be between 7am and 1am Monday to Sunday.

Annual Leave is not generally approved during University Term Time unless for exceptional reasons.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

Job Title	School/Department
Chef de Partie G4	Campus Commerce

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Able to prepare food following specified recipes and methods • Good written and verbal communication skills • Basic IT Skills • Ability to recognise and deal with problems as they arise • Ability to facilitate change, converting policies into operational actions. • Organised and able to complete tasks within required time frames 	<ul style="list-style-type: none"> • Problem solving attitude and skills
Attainment	<ul style="list-style-type: none"> • City and Guilds Hospitality and Catering - Level 2 (7132) or equivalent • Level 2 Food Safety 	<ul style="list-style-type: none"> • Level 3 Food Safety • First Aid certification
Knowledge	<ul style="list-style-type: none"> • Understanding of food preparation operations • Ingredient and provisions knowledge • Working knowledge of food production catering equipment 	<ul style="list-style-type: none"> • Knowledge of kitchen management systems
Relevant Experience	<ul style="list-style-type: none"> • Worked in a commercial kitchen • Experience of working in an environment operated under a HACCP food safety management system • Experience of supervising a team 	<ul style="list-style-type: none"> • Experience working in public sector and large-scale dining operations.

Disposition	<ul style="list-style-type: none"> • Cheerful • Keen to learn • Excellent Customer Service focus • Keen interest in food and drink • Ability to cope with varying workloads whilst remaining calm and focused. 	
Other	<ul style="list-style-type: none"> • Work flexibility to cover peaks of business 	<ul style="list-style-type: none"> • Full UK driving licence

Completed by: Matt Tebbit	Date: January 2019
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