

## JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF30530
<b>Post Title:</b>	Chef de Partie
<b>Grade:</b>	Grade 4
<b>School/Department:</b>	Campus Commerce – Catering ( Greenlands Campus)
<b>Reports to:</b>	Head Chef
<b>Responsible for:</b>	N/A

### Purpose

To work as part of a professional Catering team to produce a high-quality service to Henley Business School clients and visitors.

The Catering team provides breakfast, lunch and dinner seven days per week for varying numbers of staff and clients. Clients are largely middle and senior managers of organisations who are studying at the Business School. Our client base is multi-national and multi-cultural. We also let rooms to other organisations and individuals for conferences, weddings, etc. There are also 300 employees on site, for whom lunch is provided on a daily basis (Monday – Friday).

### Main duties and responsibilities

- Prepare and cook fresh vegetables, salads and other produce for clients, visitors and special functions
- Front of house carving and serving, as necessary
- Work without supervision, on occasions, to produce client meals to meet high standards and In the absence of senior kitchen staff, assist with ordering stock, menu planning and staff training
- Ensure kitchen hygiene standards are maintained at all times to the levels required by the Head Chef, in line with Environmental Health Office regulations
- Assist with stock control and stock take procedures as necessary under the direction of the Head Chef and/or Sous Chef
- Receive deliveries of goods and assist with the storage of goods under the guidance of Head Chef and/or Sous Chef
- In the absence of senior kitchen staff, assist with ordering stock, menu planning and staff training.
- Run a section for a full service when required
- Any other duties as designated by the Head Chef, Sous Chef or Assistant Food & Beverage Manager to maintain a professional, efficient and high-quality service to clients and visitors

### Supervision received

This post will be responsible on a day to day basis to the Head Chef or his deputy.

**Terms and conditions**

The hours of work are 36 per week worked on a rota basis. Protective clothing and footwear will be provided, and this must be worn at all time to ensure employee safety. Employees are expected to comply with current Health and Safety legislation and the University's policies and procedures.

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.

**Date assessed: 17/09/19**

# PERSON SPECIFICATION

Job Title	School/Department
Chef de Partie	Campus Commerce - Catering

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Good timekeeping</li> <li>• Able to work well under pressure</li> <li>• Ability to run a section for full service when required</li> <li>• Good communication skills at least a basic level of spoken English in order to communicate effectively within the team and with customers.</li> <li>• Must be able to read menus and other written instructions in English</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of providing on the job training to more junior kitchen staff.</li> <li>• Knowledge of International Cuisine</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Food Hygiene Certificate</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of Food Hygiene methods</li> <li>• Previous experience of stock ordering and stock control</li> </ul>	
<b>Relevant Experience</b>		<ul style="list-style-type: none"> <li>• Previous experience in a similar role</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work, including willingness to change shift pattern as required</li> <li>• Able to work well within a team</li> <li>• Self-motivated, with a desire to learn and progress</li> <li>• Reliability</li> <li>• Able to work unsupervised</li> </ul>	

Completed by: Paul Rodrigues	Date: 17/09/ 2019
------------------------------	-------------------