



Job Description – Chef De Partie

Reports to Sous Chef

Responsible to Executive Chef

Purpose of Role:

- Lead, supervise and motivate the shift team to deliver a high standard of food preparation and service, whilst building and motivating them;
- Preparing, cooking and presenting dishes within your speciality;
- Supervising and training any demi-chef de parties or commis working with you;
- Ensuring you and your team have high standards of food hygiene and follow the rules of health and safety;
- Monitoring portion and waste control to keep within your budget;
- Helping the Sous Chef and Catering manager to develop new dishes and menus;

Context: Reporting to the Sous Chef, will have responsibility for a team of Chefs, Catering Service Assistants and Kitchen Porters for designated shifts

Job Purpose

To supervise the smooth running of a shift on a day to day basis to deliver a quality service on behalf of the Sous Chef and Catering Manager.

Key Responsibilities

General

- Deliver first class service to the staff, students and visitors to the College;
- Production of all items, with the correct recipe card and procedure, correct quantity and of good quality;
- To show full support to senior staff, the goals and ideals of the operation, working continually towards the betterment of our customer expectations;
- Checking mis-en-place on quality and quantity;
- Manage the front of house service delivery;
- Provide direct supervision of shift staff including; maintaining discipline, personal hygiene and appearance of staff in line with relevant policy;
- To maintain hygiene and sanitation;

- To control the wastage and the costs of their section, and to meet budget specifications;
- Portion control;
- Storage of food and provisions;
- Raw material quality check;
- Allocate duties to demi-chef de parties and commis;
- To gain a working knowledge of the healthy eating philosophy and ensure staff are trained and philosophy is implemented in department;
- Work with Catering Manager and Sous Chef to develop menus and innovate new dishes;
- With the Sous Chef and Catering Manager, ensure there is adequate rostering of skilled staff to deliver the daily service, team teas and hospitality functions of the College;
- In the absence of Sous Chef and Catering Manager, ensuring timely and quality service according to service specifications and customer expectations;
- To support and participate in activities, which may serve to better our operations or the efficiency of the Catering function;
- Complete any other tasks reasonably requested by the Sous Chef of Catering Manager.

Staff

- With the Sous Chef and Catering Manager, identify and communicate staff roles and responsibilities;
- With the Sous Chef and Catering Manager, manage the day-to-day rostering of the catering team;
- Supervise the service delivery ensuring that a friendly, interactive, knowledgeable service is delivered by all team members;
- With the Sous Chef and Catering Manager, complete team appraisals for catering support staff; thereafter ensuring performance management objectives are set and staff meets the required standards;
- Processing timesheets for approval by Catering Manager;
- Collaborate with the College Human Resources team to ensure staff deliver their contracted obligations e.g. attendance, working hours etc.

Health and Safety

- Adhering to HACCP; Enabling and adherence of the principles and work practices detailed under HACCP System in the department such as Food Safety, Hygiene and Cleanliness, Health, Storage etc. as applicable to the area of your work place;
- Manage the COSSH records and training for the shift;
- Supervise ongoing, daily and periodic cleaning activities, ensuring the very highest standards;
- In conjunction with the Sous Chef and Catering Manager:
 1. Monitor and maintain food safety and hygiene systems and general risk controls, ensuring compliance with current and future legislation;
 2. Ensure the College's Health and Safety policy is adhered to;
 3. Maintain the safe operation of the working environment including equipment, fixtures and fittings, in conjunction with the College's maintenance staff.

Financial

- With the Sous Chef and Catering Manager, implement a programme to reduce the department's use of resources. For example: energy and food waste;
- Monitoring portion and waste control to maintain budget parameters.

Training

- The post-holder may, from time to time, be required to undergo training relevant to the responsibilities above or related functions;
- For the practical training and coaching of all staff on the shift;
- Facilitating in-house training for all staff to meet the needs of the College to meet the minimum standards;

Person Specification:

Essential:

- A minimum one year proven track record supervision of a team;
- Great cooking skills;
- Excellent spoken communication skills to produce clear and concise communications to staff at all levels;
- Excellent planning, organisational and time management skills;
- Ability to work unsupervised, use own initiative and prioritise tasks;
- An ability to delegate appropriately;
- A cool head;
- Organisational flair;
- A grasp of budget margins;
- Attention to detail;
- Strong administration and customer service skills;
- Patience and diplomacy because the role requires a collaborative approach (an assertive but calm demeanour);
- Flexibility to work shifts including evenings, weekends and public holidays subject to rota and a willingness to extend or change hours and days of work from time to time upon request and subject to operational requirements;

Desirable:

- Good understanding of COSHH regulations;
- Advanced food hygiene;
- Strong engaging personality;
- Understanding of young people and ability to communicate to junior staff;
- Smart appearance;
- Good understanding of all applicable Health and Safety legislation;
- Knowledge of stock control;
- Knowledge of Nutritional and Allergy requirement;
- Full understanding of food controls.

Qualifications:

- A relevant training qualification is required;

- You could also have worked your way up the kitchen brigade by taking the modern apprenticeship route as well as studying for an NVQ. Alternatively, you may have studied full-time at College. Most chef de parties will have spent four years as a commis chef and have at least NVQ Level 2 or equivalent.
- Other useful qualifications include:
 - City & Guilds diplomas in professional cookery;
 - BTEC HND in professional cookery;
 - A foundation degree in culinary arts;
 - Health and Safety and food hygiene courses.

REVIEW

This job description will be reviewed at the end of probationary period and annually thereafter.