

## Job Description

<b>Job Title</b>	Chef de Partie
<b>Grade</b>	Band D
<b>Reporting To</b>	Head Chef and Hospitality Manager
<b>JD Ref</b>	CS&CE0078G

### Purpose

Using the highest quality of ingredients, this is a fantastic opportunity to join a highly successful business, with a great reputation and exciting future plans, and prospects of further career progression.

The roles will involve working on all sections of the kitchen to the high standards set by the Executive and Head Chef.

### Main Duties And Responsibilities

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

#### Catering duties & responsibilities:

- Ability to work with the Head/Executive Chef to develop menus and innovate new dishes.
- Follow the Mise en place checklist.
- Stock ordering and rotation.
- Adhere to kitchen due diligence.
- Help control wastage and follow the agreed portion control.
- Support the Kitchen team which may include the occasional washing of pans, dishes etc.

#### Communication, Engagement and Training:

- Show full support to senior staff, the goals and ideals of the operation, working continually towards the betterment of customer expectations.

#### Data Analysis and Decision-Making:



- Assist with the receiving of goods and ensuring that they agree with the delivery notes and that they are stored safely and in the correct areas.
- In the absence of Head/Executive Chef, assist with timely and quality service according to service specifications and customer expectations.

### Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Maintain personal hygiene and appearance in line with relevant policy.
- Maintain good hygiene and sanitation within the catering area as per the EHO directive.

### Other:

- Any other duties commensurate with the grade including any other tasks reasonably requested by the Head/Executive Chef.

## Role Specific Knowledge, Experience And Skills

### Qualifications

- NVQ Level 2 or equivalent qualification or experience.
- Recent Food Hygiene level 2 Certificate.
- *Desirable - First Aid Training*
- *Desirable - Fire Marshal Training*

### Knowledge & Skills

- Great cooking skills.
- A good knowledge of Nutritional and Allergy requirements.
- Smart and clean appearance.
- Good Timekeeping is essential to the role.
- Ability to work unsupervised, use own initiative and prioritise tasks.
- *Desirable – Advanced food hygiene.*
- *Desirable – A grasp of budget margins.*
- *Desirable – Good understanding of all applicable Health & Safety legislation.*
- *Desirable – Knowledge of stock control.*
- *Desirable – Full understanding of food controls.*
- *Desirable – Understanding room set ups and event plans.*
- *Desirable – Good communication skills.*
- *Desirable – A Good understanding of COSHH regulations.*

### Experience

- Substantial experience of working in a kitchen environment.
- *Desirable - Previous role working in a Catering Environment.*
- *Desirable - Working in a hospitality setting.*
- *Desirable - Manual handling of table, chairs and other such furniture.*



ACCOUNTABLE



AMBITIOUS



RESIDENT  
FOCUSED



PROFESSIONAL

## Additional Information

- This role entails annualised based working.
- The postholder must be able to travel across the borough and work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements. This includes having a willingness to extend or change hours and days of work from time to time upon request and subject to operational requirements.
- This role will involve manual handling of items such as table, chairs and other such furniture

### Health & Safety Considerations:

- Prolonged Repetitive Movements/Actions
- Moving or handling heavy loads
- Working shifts
- Working with dust or fumes
- Working with skin irritants /sensitisers
- Working with chemicals (industrial or cleaning)
- Lone working
- Working outside
- Foods Handling
- Contact with latex

**Approved By: David Woods Hospitality Manager**

**Date Of Approval: 21/11/2024**



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