

## CHEF DE PARTIE

### Introduction

Concord College is England's premier international boarding school providing GCSE and A Level courses. Set in 73 acres of Shropshire parkland, the College combines outstanding facilities with first-rate academic performance. We also run our own residential summer course programme during the months of July and August. The College is regularly rated in the top 20 schools in the UK. Students are cared for by dedicated staff in a safe and beautiful environment.

**Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.**

### The Department

The College prides itself on its high standard of catering and hygiene. Three meals each day are served seven days per week and College functions are also catered for. The majority of catering is done using high quality fresh ingredients and as a wealth of nationalities are catered for, menus have to be varied and interesting. We expect our chefs to be innovative, possess flair and imagination, and be able to work as part of a team as well as on their own initiative. The College serves approximately 600 students plus 260 staff providing a cooked breakfast, a three course lunch and a three course supper. Service includes a variety of hot meals, a delicatessen bar and sandwiches.

The post holder will be expected to contribute to and promote the College's ethos of dedication, decency, trust and mutual respect.

### The Role

Chefs report to the Assistant Head Chefs and take direction from the Executive Chef Manager. The post holder will be fully conversant with food hygiene regulations and have sufficient experience in the presentation of all types of food in order to complement our existing team. The post holder will be required to perform whatever duties are necessary to ensure the highest standards in the preparation and presentation of food.

As part of the catering team, duties will include:

- the safe handling of both cooked and uncooked foodstuffs;
- safe storage of the above;
- carrying out tasks in compliance with statutory Health and Safety and Food Hygiene regulations;
- preparation of varied and nutritional menus;
- checking produce prior to service;
- monitoring and replenishing the hot food serveries during the lunch service;
- serving of dishes as specified by Sous Chefs/Assistant Head Chefs, to the required visual and taste standards and within required timeframes;
- cleanliness, proper handling and maintenance of kitchen equipment, utensils and work areas;
- wash-up duties, if necessary, in support of the team during busy times/staff shortages;

- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection and reporting any concerns;
- any other task deemed necessary by the Assistant Head Chefs or the Executive Chef Manager.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College.

### **Qualifications**

Basic Food Hygiene certificate as minimum.

Culinary training or extensive cooking/food preparation experience within a professional kitchen.

### **Skills and experience:**

- effective communication skills;
- experience in the preparation and presentation of all food types to high professional standards and high volume;
- fully conversant with Food Hygiene regulations.

### **Personal attributes:**

- team player;
- ability to work on own initiative;
- works well under pressure and to set timeframes;
- organised;
- accurate with good attention to detail.

### **Working hours**

Total 35 per week on a rota basis to include:

Straight shift weekdays: 7am – 2.45pm or late shift 10.30am-6.30pm (11.30am – 7.30pm during summer courses)

Split shift weekends, working 1 weekend in every 4/5:

Saturday 7.15am – 1pm & 4.30pm – 6pm (5.30pm – 7pm during summer courses)

Sunday 8am – 1pm & 4.30pm – 6pm (5.30pm – 7pm during summer courses) or 10am to 6pm

(one rest day off before and after weekend worked)

A degree of flexibility is required and additional hours may be necessary from time to time as workload demands.

### **Holidays**

Paid holiday entitlement is pro rata 5.6 working weeks per annum, including public holidays. Some public holidays are classed as normal working days.