**JOB Description**

Chef de Partie

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| **DEPARTMENT** | **Catering** |
| **REPORTS TO** | **Head Chef** |
| **RESPONSIBLE FOR** | **N/A** |
| **WORKING PATTERN** | **40 hours year-round - 5 out of 7 days including evening and weekends on a rota basis, agreed in advance by your line manager (your employment contract will give full details)** |
| **ISSUE/REVISION DATE** | **November 2018** |

# BackGround

Harrow School is one of the world’s most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 300-acre estate encompassing much of Harrow on the Hill in northwest London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School’s 12 boarding Houses, and there are about 120 academic staff and over 500 support staff.

All members of staff work to a single, uniting purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

Our busy in-house Catering department produces over 3,000 meals per day during term time and over 25,000 packed meals per annum. All kitchens are modern and extremely well equipped. Meals are served in a central dining hall and in an exclusive Masters’ dining room. The School also caters for sports teas, open days, parents’ meetings, departmental dinners, meetings and working lunches in various locations throughout the estate; in addition to running a tuck shop, known as the Hill Café, which provides hot and cold snacks to the boys.

The Catering department also works closely with Harrow School Enterprises Limited (HSEL), the School’s trading arm, providing catering and hospitality services for the Easter revision courses, Oxbridge preparation courses, residential summer schools and events including conferences, dinners, afternoon teas and wedding receptions. HSEL’s programmes can account for up to 2,000 meals per day outside term time. The operation of summer schools alongside a varied events programme requires the employment of high quality and dedicated staff throughout the year.

# The Role

To take an active role within the team of loyal chefs, producing innovative, varied, cost-effective and healthy food to serve in both the central dining hall and other venues throughout the School. The role focuses on food production and service delivery, working with quality ingredients to deliver the highest standard of product, to a demanding customer base. As Chef de Partie, you will be expected to work in rotation to ensure all production and service stations are covered, and you will be required to work on bespoke and prestigious events throughout the calendar year. In this diverse function, there will be an opportunity to develop experience of general kitchen management practices, ordering and stock-control procedures, menu planning and costing, managing food safety and wastage reporting. Staff turnover is very low, so there is a great emphasis placed on training and coaching our teams to ensure they reach their full potential. In return, we offer excellent working hours and conditions of employment.

# Key Responsibilities and Duties

This job description reflects the core activities of the role and is subject to change as the department and the post-holder develop. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. In addition, the post-holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

It is not possible to list every task that the successful applicant might be asked to perform, but the following is a guideline.

**General**

* Support all core catering requirements and hospitality catering requests
* Support daily and weekly production to comply with production schedules
* Adhere to quality-control processes to ensure the highest quality end product
* Ensure standard recipe specifications are followed at all times
* Ensure only the freshest and most appropriate ingredients are used at all times
* Ensure that all items detailed on the menu are available at the start of each service
* Ensure that stock is replenished throughout service, yet be proactive in decision-making and changing the product offer, should product items be running low throughout service
* Participate in staff briefings at the start of the working day and ensure this continues at shift handovers
* Assist the senior team in planning and preparation for all special events, delivered services and non-core activity
* Ensure that all events are catered and delivered to the best of your ability
* Act as the lead chef for specific functions and support HSEL, as required by senior team
* Understand and embrace the need for flexibility regarding rostering, work location and cover for unplanned absence, and be willing to support the senior team should such cover be required
* Comply with all health and safety and food safety policies and procedures, including HACCP, COSHH, accident and near-miss reporting, manual-handling training and risk assessments
* Maintain appropriate records for temperature of product and equipment, in line with due diligence reporting
* Maintain and implement cleaning schedules and ensure ‘clean as you go’ practices are followed
* Report any equipment faults and facilities issues to the senior kitchen team
* Maintain all equipment within your operating area, through due care and diligence, and ensure catering equipment faults are reported and that equipment is taken out of service or labelled appropriately if deemed unsafe
* Maintain meticulous hygiene standards and exceptional attention to detail to ensure compliance with food hygiene and health and safety legislation at all times
* Report any incident that may result in potential contamination or compromise of food safety or health and safety legislation
* Participate in maintenance of the kitchen equipment and regular cleaning in line with detailed cleaning schedules
* Embrace continuous professional development and actively participate in coaching and training activity, both on and off site
* Work collaboratively with all colleagues to ensure the ethos of ‘team’ is embraced at all times
* Support and drive product, process and service improvement and development
* Implement practices that encourage energy saving and green thinking
* Work co-operatively with other departments throughout the School
* Participate in other duties that may be required, such as stock taking, supplier audits, deep cleaning, EHO inspection and equipment training

**Personnel management development**

* Deputise for the sous chefs as required
* Coach and share craft skills and ensure junior members of the brigade achieve high culinary standards and skills improvement

**Product development and management**

* Support the management of stock control, portion control and wastage
* Develop an understanding of the Caternet procurement system
* Assist in menu development and procurement of goods to ensure understanding of processes and costs for both core and hospitality catering
* Support the production of the weekly menu cycle, giving input and opinion on appropriate dishes
* Follow ‘High Street’ and contemporary trends to ensure that you keep up to date with current thinking and trends within the sector
* Support the senior team in designing, costing and developing new ideas for theme nights, barbeques, special events and commercial hospitality event catering concepts
* Take every opportunity to discuss ideas with customers and obtain constructive feedback

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Safeguarding and Child Protection policies and procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the Designated School’s Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School’s Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team.

# Person Specification – Chef de Partie

All staff are expected to conduct themselves in line with the School’s values, which are **Courage**, **Honour**, **Humility** and **Fellowship**.

Post holders/candidates will be expected to demonstrate the following:

## Qualifications, Education and Training

### Essential

* An NVQ Level 1 or 2 (or equivalent), recognised within the UK hospitality industry
* City and Guilds 706/1 & 2 (or equivalent), recognised within the UK hospitality industry
* Evidence of previous health and safety, risk assessment and COSHH training
* Professionally recognised food hygiene accreditation

## Knowledge and Experience

### Essential

* Demonstrable kitchen experience in a mass-catering operation or high-end hospitality kitchen
* Experience of working in a brigade where flexibility and teamwork are at the heart of the kitchen
* Kitchen stock and ordering experience
* Experience of working in a front-line, customer-facing environment
* Experience of working in a fast-paced environment
* Experience of using IT, with a basic knowledge of Word, Excel, catering booking systems and purchasing systems
* A proven working knowledge of English and continental cookery, and first-rate culinary skills
* An understanding of produce, ingredients, food allergies and intolerances, and experience in delivering dishes to meet specific consumer needs

### Desirable

* Experience working in a banqueting or event environment

## Skills and Abilities

### Essential

* Ability to demonstrate initiative and to work unsupervised
* Excellent organisational skills with the ability to achieve and maintain high standards to ensure you create consistently good, creative and cost effective food, adhering to standard specifications
* Strong verbal communication skills
* Ability to deal confidently with enquiries and feedback from House Masters, Matrons, senior managers, prospective clients, colleagues and pupils, and to interpret consumer needs, offering practical solutions to any anticipated challenges
* Ability to plan, prioritise, multi-task, delegate (as required) and work quickly and efficiently, ensuring deadlines are met irrespective of conflicting priorities
* Ability to support the senior brigade in producing high quality food for exclusive events
* Ability to show initiative and be self-motivated when working alone or tasked with routine duties
* Excellent inter-personal skills with the ability to communicate clearly in English
* Good telephone manner
* Effective written communication skills
* Ability to establish strong working relationships with colleagues from different functions and of diverse backgrounds
* Ability to think and work quickly and calmly while under pressure
* Ability to represent the ethos of the Harrow School Catering team
* Meticulous attention to detail with a high standard of personal presentation
* Ability to deal with confidential matters discreetly

## Personal Attributes

* A team player who wants to make a difference and can support the development of the junior brigade
* Diplomatic
* Pro-active and pragmatic, with a ‘can-do’ attitude
* Can demonstrate enthusiasm, willingness, flexibility, versatility, loyalty, reliability and trustworthiness
* Possess a polite, punctual and professional manner
* A positive attitude to routine tasks
* Methodical and tidy