

Job Description: Chef de Partie

ACCOUNTABLE TO:

Chef Manager / Sous Chef

CORE PURPOSE:

To oversee and prepare all food delivery for the serveries along with any other related catering duties/functions.

KEY TASKS AND RESPONSIBILITIES:

- Oversee, prepare, cook and deliver food for the serveries over all services
- Undertake responsibility for the school catering provision during the shift, making sure that all required standards of service are maintained
- Ensure opening and closing checks are completed thoroughly (if you are first in or last out of the kitchen)
- Ensure all temperature checks are correctly input into the daily journal and that it is signed on a daily basis
- Ensure that all section cleaning schedules are kept up to date. All jobs completed by the team are signed off by Chef Manager at the end of the shift
- Maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations, Food Safety and School Food policy as well as other School policies
- Inform the Chef Manager/Sous Chef of any breakdowns/defects in equipment, food or concerns relating to food safety
- Support other catering team members, as and when required
- Assist at catering functions, as and when required
- Maintain confidentiality of information acquired in the course of undertaking duties for the School.
- Undertake other duties appropriate as and when required

EXPERIENCE AND SKILLS:

Essential

- Demonstrable experience of working to high standards in all kitchen **areas*** (see below) on the chef rota, in both food preparation and presentation
- NVQ Levels 1 and 2 in Food and Catering, or an equivalent recognised qualification
- Basic Food Hygiene Certificate
- A working knowledge of COSHH (although specific training on our chemicals and use of will be provided)
- Previous proven volume Catering experience, within a team environment

- Team player
- A flexible, adaptable, motivated and proactive working style, with ability to work on own initiative
- Ability to prioritise and manage own time & work
- Ability to work safely with Health and Safety & Welfare in mind at all times
- Passion and enthusiasm for food production
- Ability to communicate effectively with both pupils and colleagues at all levels of seniority
- Demonstrable organisation skills, with the ability to prioritise and work effectively in a busy kitchen environment, whilst maintaining compliance with School policies and procedures
- Good timekeeping standards
- A team player with a record of being prepared to help others out in the delivery of catering as and when required
- Be aware of budgets and targets but above all strive to deliver a great service to our students
- Sensitive to both the Methodist ethos of the School and the principles of independent education

Desirable

- Level 3 Food Hygiene Certification
- Allergen Awareness Certification

***Areas within the Kitchen:**

Main Course

Prepare the main courses, soup and pasta/jacket potato bar for the School lunch - including all preparation - from the weekly menu cycle

Boarders' Breakfast:

Cook and present boarder's breakfast and prepare breakfast provisions for the next day

Prepare all items required on the Salad Bar including any Protein requirements

Pastry:

Prepare, cook and serve all Hot and Cold Desserts for main school lunch and any cakes/desserts required for functions or members of staff

Boarders' Tea:

Prepare and cook boarder's tea according to the weekly menu cycle

This job description sets out current duties of the post that may vary from time-to-time without changing the general character of the post or the level of responsibility entailed.