



Job Description

Job title:	Chef De Partie
Reports to:	Executive Chef, Head Chef and Senior Chef's
Responsible for:	Commis Chefs, Kitchen Assistants, Store people & Kitchen Porters General Assistants in absence of Manager and Supervisor
Working Time:	The Catering Department is fully operational between the hours of 6.30am and 8pm during term time, and continues to run during the School close down periods. Flexibility in approach to hours will be required.

Purpose of Job:

- To support the Head Chef and Senior Chef's in delivering a first class, fresh nutritious food offering and service to all customers of the School's Catering Department, both Junior and Senior.
- To work with the Senior Catering Team to implement an evolving strategy for the Department that creates a unique selling point for the School.
- To facilitate the Head chef and Senior Chef's remit of managing the production and service of meals and functions to a standard of excellence, within all of the School's catering areas.

Main Duties and responsibilities:

- To assist in the planning, prompt preparation, cooking and service of all menu items, pertaining to relevant menus within the designated kitchen, minimising waste where appropriate.
- To assist in the servicing of all other Catering requirements, including team teas, School events and functions as well as external lettings.
- To undertake all reasonable checks to ensure that special diets and in particular those with food allergies are safely catered for.
- To be proactive in responding to any customer feedback and ensure that the Senior Catering Team are made aware of any actual or potential issues.
- To ensure that the Junior School Catering Team provide a safe, efficient and welcoming environment for staff, visitors and customers.
- To ensure that the necessary resources are available to enable performance of required duties in a timely and effective manner.
- To show due diligence in food handling and service practices, and to carry out all duties within the requirements of current legislation.
- To keep records pertaining to HACCP accurately and in a timely fashion, as delegated by Senior Catering staff.
- To ensure effective security of all store rooms and other areas during shift, and keep safe any keys entrusted adhering to Catering Department procedures at all times.

- To keep abreast of best industry practice by attending any training courses provided by the School and actively looking for ways improve services offered by the Catering Department.
- To ensure all School policies, systems and procedures are adhered to at all times, reporting any deviances from these.

Line management and support:

- Supervise designated reports, ensuring the delivery of a high quality support service at all Times
- In support of the Executive Head Chef and Head Chef, ensure effective and efficient use of departmental resources to provide a consistently high standard of food delivery for all catered services
- Ensure confidentiality is maintained for all departmental staff issues

General Responsibilities:

- Ensure the safety and well being of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times
- Display correct staff identification at all times whilst on site
- Maintain a safe working environment including working practices, equipment, fixtures and fittings at all times
- Ensure reported food allergies and intolerances or other dietary requirements are catered for, without risk of contamination during production or service
- Ensure standards of appearance, personal hygiene and behaviour is in keeping with the Royal Russell School ethos and legal requirements of Health & Safety and Hygiene
- Preserve and enhance the reputation of the School at all times, ensuring disputes or concerns are resolved within the correct forum as per the Personnel handbook
- Adherence at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors
- Attend training and staff INSET sessions organised by the school to provide a consistent approach across the entire school staff population

You will undertake other such specific duties which may from time to time be reasonably assigned by your manager. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Date: August 2022