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| <b>JOB DESCRIPTION</b> |
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**Chef De Partie – Pitstop Café**

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| <b>Role Summary</b> |
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*Reports to:* Chef Manager – Pitstop Café

Direct Reports: None

The principal roles of the Chef De Partie are:

- To assist the Management and all staff in the provision of a comprehensive catering service that provides first class food and service levels, in both quality and consistency, in accordance with the standards required.
- Assist the Chef Manager in the transformation of the Pitstop Café and Coffee Van, extending the services to include first-class delivery and pickup options for the School.

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| <b>Responsibilities</b> |
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1. To prepare, cook, and serve all meals, using recipes and methods as directed by the Chef Manager – Pitstop Café, in a high standard to the Worth Community. Adhering to hygiene standards as per statutory and departmental requirements.
2. To deputise in the absence of the Chef Manager, ensuring the delivery of a first-class food service meeting pastoral and financial needs.
3. Work proactively with the Chef Manager to develop trading and marketing initiatives for the Pitstop and Coffee Van.
4. Create and maintain a social space that is celebrated and well-patronised by the pupils.
5. To be accountable for ensuring that the Pit Stop and Coffee Van are fully compliant with COSHH, HACCP Food Safety, H&S, legal regulations, internal and external environmental policies including:
  - a. Ensure that all health and safety checks and risk assessments are undertaken and attend the School Health and Safety committee meetings as required
  - b. Food labelling is fully compliant with legislation and good practice

- c. The safe transportation of food from the Cafe kitchen and delivery services across the School site
- d. Ensure that the work and seating areas are cleaned, and this is recorded in line with school policy
- e. Ensure that all maintenance faults are reported and monitored until they are resolved

- 6. Deliver first class food and service, continually innovating the menu, while ensuring that nutrition, environmental, well-being, school pastoral needs and financial budgets are met.
- 7. To continuously review existing procedures and suggest potential improvements and efficiencies through automation, new technologies and changes to ways of working. In particular, to look for further opportunities to improve our services.
- 8. To be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role as agreed in Personal Development Plan.
- 9. To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

| Area                                     | Essential  | Desirable   | Assessment Method |
|--|--|---|-------------------|
| Qualifications                           | <ul style="list-style-type: none"> <li>• A good standard of English and Maths.</li> <li>• Evidence of continued professional and personal development.</li> <li>• Food hygiene certificate.</li> </ul>   | <ul style="list-style-type: none"> <li>• First Aid.</li> <li>• Either qualified or City and Guilds 706 (1&amp;2)/NVQ Level 1 &amp; 2 or (see below).</li> </ul> |                   |
| Experience                               | <ul style="list-style-type: none"> <li>• Working knowledge of Microsoft Office applications.</li> </ul>  | <ul style="list-style-type: none"> <li>• Experienced chef, minimum 2 years.</li> </ul>  |                   |
| Knowledge / Technical/ Work-based Skills | <ul style="list-style-type: none"> <li>• Ability to understand and adhere to Child Protection and Safeguarding legislation.</li> <li>• Excellent communication skills.</li> <li>• Adaptable to changing needs of customers and within the department.</li> </ul>   |   |                   |
| General Skills/ Attributes               | <ul style="list-style-type: none"> <li>• Ability to act on own initiative.</li> <li>• Self-motivated, with the ability to be flexible and adapt to the changing needs and demands of the organisation.</li> <li>• A positive, performance driven approach to the role.</li> <li>• Enthusiastic and committed to providing a high standard of food concept and delivery.</li> </ul>             |   |                   |
| Values                                   | <ul style="list-style-type: none"> <li>• To uphold and live the School values of:</li> <li>• Community – choose community</li> <li>• Worship – have an attitude of gratitude</li> <li>• Humility – keep your feet on the ground</li> <li>• Stewardship – leave it better than you found it</li> <li>• Service – serve your heart out</li> <li>• Silence – listen more than you talk</li> </ul> |   |                   |

**All posts holders are expected to:**

- Adhere to and ensure compliance with the Child Protection Policy 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 risk(s) to the safety or welfare of children at Worth School, these concerns must be reported to the Designated Safeguarding Lead or the Head Master.
- This role is subject to on-going satisfactory DBS checks and references.
- Comply with Worth and departmental Health & Safety policies, procedures and risk assessment ensuring the provision of a safe and secure working environment, in keeping with legal requirements.
- Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same.
- The post holder must ensure that any information relating to employees, students and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

***This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.***