

Job Description

Job title:	Chef de Partie
Department:	Catering – College Kitchens
Location:	Murray Edwards College
Purpose of role:	To ensure the efficient and hygienic storage, preparation and service of all food for the department in a timely manner as specified by menus and work schedules.
Reporting to:	Sous Chef, under authority of Head Chef
Line manages:	N/A
Financial responsibility:	N/A
Salary and Salary Band:	£24k-£26k pa FTE (Band 7)
Working environment:	College Kitchens
Hours:	37.5 per week (averaged over a two-week rota to be mindful of work-life balance)

Main duties and responsibilities:

- Supervision of junior chefs, kitchen porters and kitchen assistants in the absence of more senior chefs.
- Maintain a high standard of food production and service at all times.
- Ensure that that goods received meet the order specification in: type, quality, hygiene
- Ensure that all products are correctly, safely and hygienically stored throughout the kitchen and stores areas.
- Ensure that all documentation relating to orders (internal and external) is completed correctly.
- Ensure that forms and paperwork that make up the kitchens' Safe Methods of Work (as set out in the written management system) are completed accurately and on time.
- Ensure that all Health, Safety and Security regulations are adhered to at all times, including fire procedures and COSHH regulations (in which training will be given).
- Report any faults or infringements of these procedures, or otherwise act immediately, where appropriate, to correct them (noting that you have a duty to carry out your work in such a way that you never put yourself or others at risk).
- Report any maintenance issues to the Head Chef
- Carry out any other reasonable ad hoc requests that may be made by a member of the management team from time to time.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NVQ level 3 or equivalent • Food Hygiene to Level 2 (Basic) or above • Allergen Awareness 	Food Hygiene qualification to Level 3
Skills, knowledge, experience	<ul style="list-style-type: none"> • Solid foundational kitchen experience • Excellent culinary skills • A thorough and up to date understanding of food legislation requirements to enable safe 	A 'foodie' with genuine enthusiasm for the trade and for modern cooking techniques and styles.

	and hygienic working methods in the kitchen environment	
Personal attributes	<ul style="list-style-type: none"> • A patient, calm, thoughtful and motivated chef, looking to learn and develop • Energetic and enthusiastic about food and food production • An organised and flexible approach • Ability to work unsupervised when required • Ability to speak English to a good level as English is spoken by all staff when on-site. For most posts the ability to read/write English to a reasonable level is required. 	