

## Job Description

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| <b>Job title:</b>                | <b>Chef de Partie</b>   |
| <b>Department:</b>               | Catering – College Kitchens   |
| <b>Location:</b>                 | Murray Edwards College  |
| <b>Purpose of role:</b>          | 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. |
| <b>Reporting to:</b>             | Sous Chef, under authority of Head Chef   |
| <b>Line manages:</b>             | N/A   |
| <b>Financial responsibility:</b> | N/A   |
| <b>Salary and Salary Band:</b>   | £22,230.53 pa FTE (Band 7)  |
| <b>Working environment:</b>      | College Kitchens  |
| <b>Hours:</b>                    | 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

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

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|                            | food legislation requirements to enable safe and hygienic working methods in the kitchen environment  | techniques and styles. |
| <b>Personal attributes</b> | <ul style="list-style-type: none"> <li>• A patient, calm, thoughtful and motivated chef, looking to learn and develop</li> <li>• Energetic and enthusiastic about food and food production</li> <li>• An organised and flexible approach</li> <li>• Ability to work unsupervised when required</li> <li>• 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.</li> </ul> |                        |