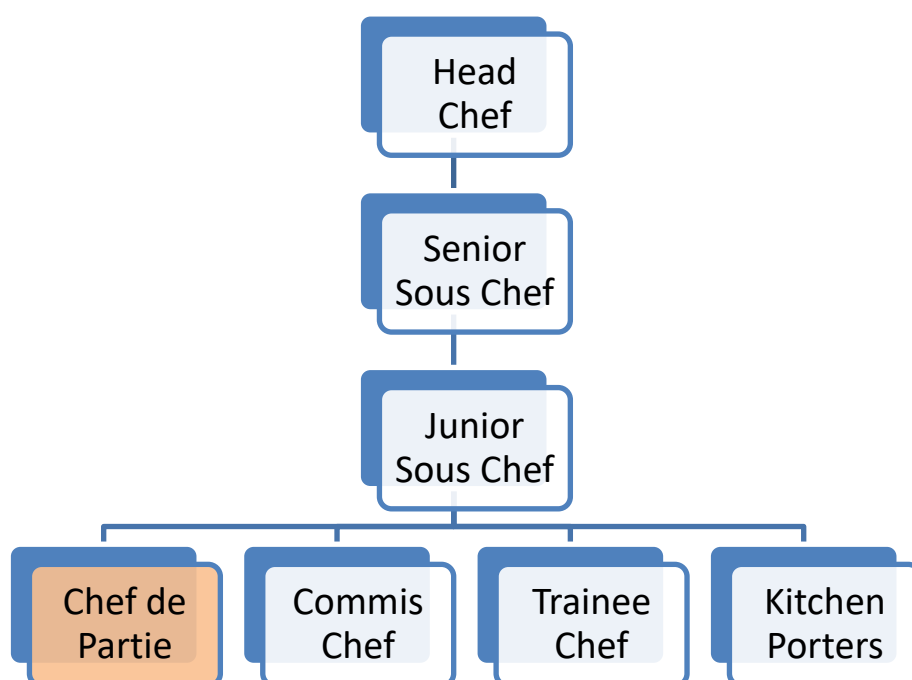


Job Description

POSITION: Chef de Partie

RESPONSIBLE TO: Head Chef via Sous Chefs

SALARY: UV33-34 (£27,131 - £27,929)



MAIN JOB OBJECTIVE:

To help ensure that the highest possible standard of food preparation and presentation are provided by the College Catering Department to Fellows, students, staff, and commercial conference business within given costs and budget parameters.

Responsibilities:

1. Work with Head Chef and other chefs and cafeteria support staff, to provide consistently high-quality food and service in the cafeteria and all other food service outlets and at all internal functions and for all College conference activities.
2. Run a section of the kitchen, taking responsibility of workload, keeping up standards and organising ordering for the section.
3. Work with all staff in line with good management principles; deploy staff to maximum efficiency; and ensure that the highest possible standards of work are achieved consistently.

4. Participate in staff induction, training, and development activities, and maintain appropriate records.
5. Undertake regular Health and Safety checks of equipment, premises, and working practices, and ensure that necessary remedial action is taken as appropriate; retain relevant Environmental Health documentation.
5. In conjunction with other team members maintain, purchase, store, and quality-check all food products for the Catering Department; check invoices against delivery notes; ensure the secure and correct storage of all consumables; and ensure appropriate stock rotation.
6. Undertake menu planning in conjunction with the Head Chef and Sous Chefs to create and cost dishes for the Cafeteria, High Table, and other functions as required; confirm daily numbers; minimise food wastage; and maintain appropriate records.
7. Provide cover necessary during periods of staff absence due to days off, holidays, or sickness and to be flexible with shift rotas.
8. To be familiar with, and work in accordance with, all College policies and procedures.
9. To participate in training designed to minimize occupational risks. This may include manual handling training and other training.
10. To undertake or participate in any other duties or tasks as reasonably directed or requested by your Managers.

During busy periods (eg College Functions and conferences), you may be asked to alter your shifts or to assist at other College sites. As much notice as possible will be provided to you on such occasions.

Girton College Catering Department will be responsible for providing regularly laundered protective clothing, plus supplying Safety Shoes whilst on duty.

This job description may subject to change, following consultation with the post holder.

PERSONAL SPECIFICATION

GIRTON COLLEGE

CHEF DE PARTIE

Knowledge and Experience	
Experience in a catering environment and/or relevant qualifications	Essential
Awareness of the Food Safety Act 1990, Food Hygiene (General) Regulations 1970 and 1987, COSHH Regulations 1988, and Health and Safety at Work Act 1974 and able to work in accordance with this legislation.	Essential
Qualifications	
City and Guilds 706 1/2 qualification, level 3 or higher NVQ in an appropriate subject or equivalent <u>or knowledge gained through experience of working in a kitchen catering environment.</u>	Essential
Minimum of level 2 Food Hygiene Certificate.	Essential
Skills and Abilities	
Organisational, time management, and planning skills.	Essential
Ability to work with other staff and a willingness to adapt a hands-on approach in a varied and demanding team environment.	Essential
Disciplined, talented, and committed team worker.	Essential
Reliable, methodical, and thorough in all tasks undertaken.	Essential
Ability to remain calm during times of pressure and in the face of multiple deadlines	Essential
Good interpersonal skills and the ability to form positive working relationships with colleagues.	Essential
Other	
A positive attitude and commitment to the delivery of a high standard catering service.	Essential
Able to provide cover during periods of staff absence due to days off, holidays, or sickness and to be flexible with shift rotas.	Essential

Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.