Queens’ College - Job Description

Title: Chef de Partie
Reporting to: Head Chef / Deputy Sous Chef
Head of Department: Hospitality Services & Operations Manager
College Officer: Domestic Bursar

Overall Purpose of Job
To maintain the high standards set by the Catering Department; support the smooth, efficient and economical running of the Catering Department; assist with the production of food as per daily requirements and in accordance with instructions from the Executive Head Chef and/or Sous Chef.

Main Duties and Responsibilities include:

- To be aware of all daily menus and forthcoming functions in advance (check kitchen notice boards and menus next to the Head Chef’s office) for any amendments/revisions.
- To maintain high standards of food preparation and presentation of dishes; ensure correct accompaniments and allergen information are always available.
- To maintain a high standard of hygiene within the department following the guidelines laid down by the “Food Safety Act 1990”, “Food Safety (General Food Hygiene) Regulations 1995" and the "Food Hygiene (England) Regulations 2006". To enforce the department’s Food Safety Management System and allergen policy and recommend amendments to these procedures as and when appropriate; utilise HACCP training in all aspects of the job.
- To maintain high levels of personal hygiene, ensure the uniform provided is clean and presentable. The uniform must be worn at all times when on duty (including chef’s hat). [The uniform remains the property of Queens’ College].
- To probe and record high risk food on your section and to record the cleanliness of your section in the freezer, fridge and dry stores, using forms provided; ensuring all allergen labels are in place and correct; ensure all ‘Daily Hygiene Checklists’ and allergen records are completed accurately.
- Ensure correct usage of all equipment and utensils whilst on duty. Assist in maintaining the kitchen infrastructure, reporting any faults or maintenance works required to Executive Head Chef/Sous Chef immediately.
- At the start and completion of each shift ensure your section is set as per the cleaning schedules and the department’s commitment to 5* Food Safety; turn off all electrical and gas appliances at the end of shift as per the kitchen closedown procedures.
- To maintain the security, cleanliness and tidiness of all store rooms (eg dry store, fridge and freezers). Ensure all decanted food items are properly sealed and labelled as per the College’s Allergen Policy; ensure all goods are put away in their respective store rooms as soon after delivery as possible.
- To pass over a concise work sheet and any pertinent information regarding your Section to the next team before leaving at the end of your shift.
- To assist in the transfer of food to various parts of the College as and when required. For meals taking place in other parts of the College, it is the responsibility of all Chefs to ensure unused or returned food is refrigerated, dated and labelled correctly before going off duty.
• To ensure all unused items are put back into storage in the correct section of the store room, fridge or freezer; all opened goods in fridge and stores to be covered, dated and allergen labelled; minimise wastage wherever possible.
• To be available to assist on the Food Service Team as and when required with food displays and on occasions participating in the theatre style service in the cafeteria/High Table dining areas.
• To undertake any other duties and responsibilities appropriate with the post as directed by a member of the Catering Management Team and/or College Officer.
• To support colleagues in the Hospitality Department as required and to support the overall work of the College.

Training and Development:
As part of the process of achieving the department’s objectives, we are committed to train and develop our staff. You will be provided with all the relevant statutory training required for you to carry out your role safely. Any further training requirements which will aid your personal development will be discussed with you at an appropriate time.

Person Specification
Essential:
• Enthusiasm for delivering outstanding dishes and customer service
• Passionate about food, with an interest in current food trends
• Proficient knowledge of relevant food allergens legislation and health and safety regulations relating to a catering environment
• Previous experience working in a busy academic or hotel kitchen environment
• Courteous, approachable, efficient and diligent
• Ability to work under pressure in a fast-paced professional kitchen environment
• Excellent time management and organisation skills
• Problem-solving attitude with a flexible and ‘can-do’ approach
• Strong team player able to collaborate effectively with team members, and work independently as required
• Effective communication skills
• Smart appearance and high standards of personal hygiene

Desirable:
• Excellent verbal, written and numerical skills
• Good command of spoken and written English
• Minimum NVQ Level 2 (or equivalent) in Food Preparation

Remuneration and Benefits

Hours of work:  37.5 hours per week on a shift system covering seven days, including evenings and weekends
Salary:        £28,881.19 per annum
Pension:       Membership of the College contributory, final salary pension scheme after qualifying period
Holiday:       26 days per annum plus public holidays (34 days in total)