**Job Title:** Chef de Partie  
**Department:** Catering  
**Job Purpose:** Produce high quality meals within the kitchen team for college members

### Specific Duties:

- Working with the Kitchen team to maintain high standards in the quality of food as to its preparation and its presentation.
- Working in all areas of the kitchen depending on the daily needs of the kitchen.
- To observe all College Food Hygiene Policies and implement appropriately.
- Maintain the kitchen and its equipment to a high standard.
- Be responsible for a section and report to the senior chefs.
- Maintain a healthy awareness of current trends in hospitality.
- Help with food ordering and its storage.
- Take part in training programs as and when required.
- Ensure high levels of customer service are maintained when dealing with customers.
- Be proactive in improving the standards of the catering department.

- Abide by Hygiene and Safety Laws and ensure that they are observed.
- Control and monitor systems to aid financial performance (ie waste management, portion controls, ordering).
- Ensure that all stock is maintained in a hygienic and secure manner.
- Demonstrate a professional attitude on a day to day basis in the kitchen environment and to demonstrate a methodical approach to preparation for service, work during service and after-service clear down.
- Ensure you maintain good personal hygiene, wear the correct uniform at all times and comply with any instructions relating to jewellery, make-up and mobile phones etc.
- Ensure hygienic handling of food during storage, preparation and presentation.
- Be aware of the dangers of accidents and fire within the department and the adopted procedures in case of accident or fire.
- Maintain monitoring records of the various temperature records, control of food and storage facilities.

### Works with:
- Head Chef, Sous Chef, Chefs, Kitchen Porters, Butlers, college staff

### Responsible for:
- Maintaining high standards of food preparation and cooking

### Responsible to:
- Head Chef
# PERSON DESCRIPTION

<table>
<thead>
<tr>
<th>Essential:</th>
<th>Desirable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications:</td>
<td>Qualifications:</td>
</tr>
<tr>
<td>• NVQ 2 Professional Cookery</td>
<td>• NVQ 3 Professional Cookery</td>
</tr>
<tr>
<td>Experience:</td>
<td>Experience:</td>
</tr>
<tr>
<td>• Running a section on their own</td>
<td>• Knowledge of current trends</td>
</tr>
<tr>
<td>Skills:</td>
<td>Skills:</td>
</tr>
<tr>
<td>• Good foundation of cookery and presentation</td>
<td>• Modern cookery methods</td>
</tr>
<tr>
<td>Special requirements:</td>
<td>Special requirements:</td>
</tr>
<tr>
<td>• Weekend work</td>
<td>• Competition Work</td>
</tr>
</tbody>
</table>

## REVIEW

These job and person descriptions are non-contractual

<table>
<thead>
<tr>
<th>Current incumbent:</th>
<th>New</th>
</tr>
</thead>
</table>

Reviewed by Head of Department:

Signature: Ivan Higney

Date: 27/2/2020

Seen by Head of Domestic Operations

Date: