# JOB AND PERSON DESCRIPTION

## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Chef de Partie</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Catering</td>
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<tr>
<td>Job purpose:</td>
<td>Produce high quality meals within the kitchen team for college members</td>
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</tbody>
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### Specific duties:
- Work with the Kitchen team to maintain high standards in the quality of food preparation and presentation.
- Work in all areas of the kitchen depending on the daily needs of the kitchen.
- 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 food preparation and presentation.
- Help Senior Chefs with food ordering and 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.
- Ensure compliance with Hygiene and Safety regulations Control and monitor waste management, portion controls, ordering etc.
- Ensure that all food is stored, maintained, prepared and presented in a hygienic and secure manner.
- Maintain monitoring records of the various temperature records, control of food and storage facilities.
- Demonstrate a professional attitude on a day to day basis in the kitchen environment.
- Demonstrate a methodical approach before, during and after service.
- 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.
- Be aware of the dangers of accidents and fire within the department and the adopted procedures in case of accident or fire.

### 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 SPECIFICATION

| Qualifications:          | • NVQ 2 Professional Cookery  
|                         | • Knowledge of food hygiene regulations  
| Experience:             | • Running a section on their own  
|                         | • Knowledge of current trends  
| Skills:                 | • Good foundation of cookery and presentation skills  
|                         | • Knowledge of how to control and monitor stock to ensure minimum wastage.  
|                         | • An interest in modern food preparation and presentation methods  
| Special requirements:   | • Weekend work  
|                         | • Competition Work  

## REVIEW

*These job and person descriptions are non-contractual*

| Current incumbent: | New |

Reviewed by Head of Department:

Signature: Ivan Higney

Date: 05/01/2022