# JOB DESCRIPTION

**Job Title:** Senior Chef De Partie

**Department:** Conference and Catering

**Reporting to:** Head Chef

**Responsible for:** Kitchen team

**JOB FUNCTION/PURPOSE:**

To manage all food production areas ensuring the preparation and cooking of all food for students, staff, functions and Hospitality to the required standard.

To ensure the prompt and efficient operation of all services at the required times and to help maintain a clean and hygienic working environment which meets the Colleges standards.

**MAIN DUTIES INCLUDE:**

**1. Food Preparation 80%**

* Support the menu planning process including costings, providing support to the Head Chef - maximising gross profit and minimising wastage; using seasonal and local produce where possible. To control the menu cycle and assist in the planning menus for function catering.
* Ensure individuals on special diets or with specific cultural needs are catered for and that choice is also available, when overseeing food production.
* Contribute to the production of standard recipes for each dish, to ensure consistency and clear guidance for each Chef de Partie.
* Assist in ordering, purchasing and stock control, providing guidance and sharing good practice approaches with the Head Chef and Kitchen team.
* Ensure that all food is produced within the established cost criteria for the catering unit and complies with the specified standards, with emphasis on healthy production method, presentation, garnishing and flavour.
* Maintain high standards of presentation and display through monitoring and regular feedback.
* Provide guidance to the Chef De Parties, as required, in relation to cooking methods and practices to ensure the best results.
* Ensure that recipes and working methods are followed.
* Support the use of locally sourced food products and be proactive in finding ways to reduce the carbon footprint of catering services.
* Monitor and record daily wastage.
* Keep up with current food trends, retaining an awareness of customer needs.
* Ensure that the Catering stores and other areas of potential loss are secured at all times.
* Ensure that that the counter presentation, back-up and service is overseen everyday by the kitchen team.

**2. Health & Safety and Hygiene 5%**

* + Observe all health and safety at work regulations as set out by Homerton College in accordance with its statutory obligations.
	+ Contribute to the responsibility for the safety and hygiene operations of the kitchen and ancillary areas, ensuring that statutory and the college regulations are adhered to by all members of staff and visitors.
	+ Ensure that procedures for the reporting of accidents and incidents (including environmental incidents) are adhered to.
	+ Undertake immediate remedial action following reports of any unsafe practices or broken machinery/equipment.
	+ Ensure correct use, maintenance and cleaning of equipment; ensuring all kitchen staff use equipment as instructed through relevant training and observing safe practices, so that accidents are avoided.
	+ Undertake Food Hygiene training as required.
	+ Follow COSHH procedures.
* Maintain a high standard of personal and food hygiene to comply with statutory and University requirements.
* Ensure high standards of cleanliness are maintained in all kitchen and related areas.
* Carry out record keeping as necessary to ensure compliance with Food Safety regulations. Overall responsibility for maintaining records and ensuring all checks have been carried out, taking remedial action if necessary.
* Ensure HACCP processes are followed and recorded as required.
* Ensure all aspects of security, fire and emergency procedures are carried out.
* Trained in emergency evacuation of the building.
* Trained in safe use of fire extinguishers.

**3. Operational Management 5%**

* Ensure that only top-quality raw materials are provided by nominated suppliers and used in the preparation of dishes.
* Ensure prompt service of all meals and services at the required times to the specified standard and to provide customer satisfaction.
* Ensure that all deliveries are checked on arrival and stored to comply with statutory regulations.
* Ensure that the Catering stores and other areas of potential loss are secured at all times.

Ensure that that the counter presentation, back-up and service is overseen everyday by the kitchen team.

**4. Customer Care 5%**

* Provide high standards of customer care, so that the reputation of the college is enhanced and sales targets achieved.
* Monitor standards and identify solutions to problems to ensure a high-quality service.
* Provide superior knowledge on allergies and advice for special diets.

**5.. Any Other Duties**

* Undertake any other duties as may reasonably be requested.
* Attend training courses as required.
* Maintain an awareness of, and understand the practical application of, the Environmental Policy and ensure good environmental practice is adhered to in all catering activities e.g. waste management, energy efficiency.
* Prepare and assist at any special function which, on occasions, will be outside of normal working hours.

**PERSON SPECIFICATION**

**Qualifications and Knowledge:**

* C & G 706 - 3 or equivalent NVQ qualification.
* Management qualification and food hygiene certificate or equivalent.
* Substantial knowledge of current relevant legislation governing catering operations / practices.
* Knowledge of EPOS and catering software.
* Good working knowledge of health and safety procedures including HACCP.
* Good working knowledge of current food trends and special dietary requirements.

**Skills:**

* Good display, product and menu development skills.
* Effective relationship management skills.
* Excellent technical skills.
* Self-motivated, good organiser, planner and able to prioritize.
* Demonstrable experience of interpretation of financial data to assess performance and guide decision making.
* Team player.
* Ability to see potential problems and work through solutions until resolution is reached.
* Have a flair and passion for food.
* Ability to communicate at all levels .
* Attention to detail.
* A good leader able to motivate, develop and manage teams.

**Experience:**

* 3+ years catering management experience of multi-site operations including busy conference and banqueting operation.
* Demonstrable experience of interpretation of financial data to assess performance and guide decision making.
* Demonstrable experience of technical skills such as visual merchandising.
* Experience of sourcing and purchasing supplies.
* Experience of developing staff rotas.