**JOB DESCRIPTION**

**Job Title:** Chef de Partie

**Department:** Conference and Catering

**Reporting to:** Executive Chef

**Responsible for:** N/A

# Key Tasks*:*

* Preparation of all foodstuffs for staff, fellows, students and Conference Delegates to the College as advised by the senior chef on duty.
* Ensure that all College and statutory regulations and policies relating to hygiene, health, safety and fire are enforced and maintained.
* Ensure cleanliness of equipment and utensils.
* Ensure that all necessary Health and Safety and food safety paperwork, administration, controls and records are undertaken and maintained as directed by the Executive Chef, including the monitoring and recording of temperatures of chills, freezers and food in production and holding.
* Ensure that the counter presentation provides an interesting menu which meets customer demands and maintains an efficient/swift service.
* Ensure receipt and storage of deliveries when required or, in the absence of a senior person, to ensure all delivered items are accounted for.
* Ensure that high standards of customer service are maintained at all times and report and - when appropriate - take action on customer complaints or compliments.
* Prepare for, and assist at, any special function which also may sometimes be outside normal working hours.
* Assist in other units within the Catering department as and when required.
* Attend meetings and training courses as required.

**PERSON SPECIFICATION**

# Essential Qualities

* Previous experience of working in a professional kitchen (ideally in college environment)
* Ability to communicate at all levels
* Motivated, with good organisational skills
* Ability to see potential problems and work through solutions until resolution is reached
* Good working knowledge of handling and operation of equipment (including knives)
* Good writing skills
* Good PC skills
* Team player
* Good working knowledge of Health and Safety procedures
* Have a flair and passion for food
* Good working knowledge of current food trends and special dietary requirements
* Reliable with a good attention to detail
* Enthusiasm with a good sense of humour

**Desirable Qualities**

* Knowledge of HACCP
* Level 2 Food Safety & Hygiene certificate