

April 2021

Thank you for your interest in the post of Senior Chef de Partie. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter to:

Email: HRMailbox@westdean.org.uk

Closing Date: Thursday 6 May 2021

We endeavour to respond to all applicants in a timely manner. However, due to the volume of applications we receive, if you do not hear from us within two weeks of your application; please assume that you have been unsuccessful on this occasion.

Due to the need to fill this position as soon as possible, interviewing may commence prior to the closing date.

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.



JOB DESCRIPTION

Position	Senior Chef De Partie
Responsible to	Head Chef / Chef Manager
Main Purpose of Job	To assist in the day-to-day running of the kitchen

KEY DUTIES & RESPONSIBILITIES

- 1 To supervise the activities of all the Chef de Parties, Commis Chefs & Kitchen Porters during the shift.
- 2 Initiate and oversee the production of all meals produced during the shift and in preparation for other shifts.
- 3 Ensure the timely provision of high quality and optimum quantities of food from the kitchen, relevant to the shift, for students, staff and visitors, as directed by the Head Chef / Chef Manager.
- 4 Ensure adherence to the organisation's Food Safety and Health & Safety policies at all times.
- 5 Take responsibility for the ordering of stock as required and directed by the Head Chef / Chef Manager.
- 6 Be responsible for taking delivery and safe storage of deliveries on your shift as directed by the Head Chef / Chef Manager.
- 7 Ensure that necessary paperwork, administration, controls and records are undertaken and maintained as directed by the Head Chef to include Health & Safety, Food Safety and any other as requested.
- 8 Participate in training programmes as required and, in liaison with the Head Chef / Chef Manager, ensure that training requirements for team members are identified and followed up.
- 9 Ensure that high standards of customer service are maintained at all times.
- 10 Cover some aspects of the Head Chef / Chef Manager role as appropriate and as directed.
- 11 Any other reasonable duties as requested by the Head Chef / Chef Manager.

This job description is subject to regular review in consultation with the postholder.



PERSON SPECIFICATION

Essential	Desirable
At least one year's experience working at a similar level of responsibility	Experience in a similar environment
C & G 706 1/2 or NVQ 1/2 qualification or equivalent	
Able to demonstrate strong leadership, organisational, communication and planning skills	
Basic Food Hygiene Certificate	Intermediate/Advance Food Hygiene Certificate
Able to demonstrate a knowledge and experience of food costing	Experience of budgetary control
Confidence and adaptability in a kitchen environment	
A passion for food and food service	
Ability to cope with a varied and demanding workload and prioritise and delegate accordingly	
Ability to set an example and address performance issues as required	



SENIOR CHEF DE PARTIE

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Part Time / Permanent
Duties:	As attached job description.
Salary:	£13,800 (pro rata) / £23,000 (FTE) per annum
Hours:	24 hours per week (0.6 FTE), primarily straight shifts including weekends and bank holidays (hours to meet the needs of the business).
Holidays:	20 (pro rata) / 33 (FTE) days per holiday year (1 October to 30 September) inclusive of Bank Holidays.
Sickness:	10 (FTE) days in any consecutive twelve month period after six month's continuous service or other period, at West Dean's discretion
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College, free on-site parking