

June 2021

Thank you for your interest in the post of 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 Helen Dearing, HR Business Partner: [hmailbox@westdean.ac.uk](mailto:hmailbox@westdean.ac.uk)

**Closing date for applications: 11 July 2021**

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

**Diversity & Inclusivity Statement:**

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

<b>JOB TITLE</b>	Chef de Partie
<b>BUSINESS AREA</b>	Food Production / Estates
<b>RESPONSIBLE TO</b>	Head Chef / Chef Manager / Sous Chef
<b>MAIN PURPOSE OF JOB</b>	To assist in the day-to-day running of the kitchen; preparing, cooking and presenting dishes to a high standard.

## KEY DUTIES & RESPONSIBILITIES

- 1 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.
- 2 Initiate and oversee the production of all meals produced during the shift, and in preparation for other shifts.
- 3 To supervise the activities of all the Commis Chefs & Kitchen Porters during the shift.
- 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 / Chef Manager 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**

<b>Essential</b>	<b>Desirable</b>
Experience working at a similar level of responsibility	Experience in a similar environment
Relevant qualification i.e. NVQ L2 in catering or equivalent	First Aid Certificate or willingness to undertake training
Basic Food Hygiene Certificate	Intermediate/Advance Food Hygiene Certificate
Able to demonstrate strong leadership, organisational, communication and planning skills	
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	
Ability to set an example and address performance issues as required	

**CHEF DE PARTIE**

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

Contract:	Permanent.
Duties:	As attached job description.
Salary:	£20,500 per annum payable monthly in arrears by BACS transfer.
Hours:	40 hours per week, primarily straight shifts including weekends and bank holidays (hours to meet the needs of the business).
Holidays:	33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays.
Sickness:	10 days in any consecutive twelve-month period, or longer period at the Foundation's discretion, after six months' continuous service.
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College, free parking, life assurance.