



## JOB DESCRIPTION

<b>Job Title:</b>	Chef de Partie (Generic)
<b>Department / Unit:</b>	Commercial Services
<b>Job type</b>	Professional Services
<b>Grade:</b>	5
<b>Accountable to:</b>	Head Chef, Sous Chef
<b>Accountable for:</b>	Work of Trainee Chefs and Kitchen Porters
<b>Purpose of the Post</b>	
<p>The purpose of a Chef de Partie is to execute culinary tasks in a specific kitchen section while ensuring strict adherence to food safety regulations, health standards, and compliance measures. This role involves not only preparing and presenting high-quality dishes but also maintaining a clean, safe, and hygienic working environment. Additionally, the Chef de Partie is responsible for overseeing the implementation of compliance protocols, ensuring the kitchen operates within legal frameworks and follows established health and safety guidelines.</p>	
<b>Key Tasks</b>	
<p><b>Operational</b></p> <ul style="list-style-type: none"> <li>• <b>Food Preparation:</b> Preparing ingredients, cooking dishes, and ensuring recipes are followed precisely for quality and consistency.</li> <li>• <b>Section Supervision:</b> Overseeing a specific section of the kitchen, organizing tasks, and managing the workload effectively.</li> <li>• <b>Team Coordination:</b> Collaborating with kitchen staff, assigning duties, and ensuring everyone works cohesively to meet service demands.</li> <li>• <b>Quality Control:</b> Monitoring food quality, taste, and presentation to maintain high standards and rectifying any discrepancies.</li> <li>• <b>Inventory Management:</b> Ensuring stock levels are adequate, managing inventory, and minimizing waste through careful portion control.</li> <li>• <b>Adherence to Procedures:</b> Following University health and safety regulations, maintaining cleanliness, and adhering to food safety standards.</li> <li>• <b>Service Support:</b> Assisting during busy service periods.</li> <li>• <b>Communication:</b> Interacting with colleagues, supervisors, and other kitchen staff to relay information effectively and ensure a smooth workflow.</li> <li>• <b>Training and Guidance:</b> Providing support to junior staff, offering guidance on food preparation techniques, and promoting skill development.</li> </ul>	

## Financial

- **Inventory Management:** Monitoring and managing inventory levels for ingredients and supplies specific to their section.
- **Cost Control:** Adhering to portion control guidelines to minimize food wastage and control costs.
- **Quality and Consistency:** Maintaining the quality and consistency of dishes within their section while being mindful of ingredient costs.
- **Menu Contribution:** Collaborating with the Head Chef or kitchen management team to contribute ideas for menu development that consider both cost-effectiveness and culinary excellence.
- **Waste Reduction:** Implementing strategies to reduce food wastage and control kitchen costs. This includes proper utilization of ingredients, minimizing overproduction, and ensuring proper storage to prevent spoilage.
- **Compliance and Record-keeping:** Ensuring accurate completion of necessary documentation, such as Food Production Sheets, inventory logs, and wastage reports, to track expenses and maintain compliance with financial procedures.

## Food Development

- **Recipe Development and Refinement:** Collaborating with the Head Chef or kitchen management to create new recipes or refine existing ones. They experiment with ingredients, flavours, and presentation to enhance dishes and potentially introduce new menu items.
- **Ingredient Selection and Sourcing:** Assisting in the selection and sourcing of high-quality ingredients that align with the kitchen's culinary vision.

## Legislative/Compliance

- **Health and Safety Compliance:** Ensuring adherence to health and safety regulations, including HACCP (Hazard Analysis and Critical Control Points) systems and COSHH (Control of Substances Hazardous to Health) regulations. This involves maintaining a safe working environment, implementing proper storage of hazardous substances, and following safety protocols to prevent accidents or injuries.
- **Incident Reporting:** Promptly responding to any safety hazards, accidents, or incidents within the kitchen, taking necessary actions to mitigate risks, and reporting incidents as required by established protocols.
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## Customer Focus

- **Understanding Customer Needs:** Being attentive and responsive to customer preferences and needs, adapting dishes or recommending alternatives as per their requirements.
- **Efficient Service Delivery:** Working effectively and efficiently to ensure timely delivery of food orders, especially during peak hours, to provide a seamless dining experience.
- **Addressing Complaints:** Handling customer complaints or issues promptly and professionally, involving management or relevant personnel when necessary to resolve concerns.
- **Menu Knowledge:** Having in-depth knowledge of the menu offerings to provide accurate information and recommendations to customers, enhancing their overall dining experience.

**Administration**

- **Documentation Management:** Ensuring accurate completion and maintenance of required documentation, including cleaning schedules, temperature records, kitchen control sheets, and other relevant paperwork as per organizational or regulatory requirements.
- **Process Improvement:** Identifying potential areas for improvement in administrative workflows, suggesting and implementing solutions to enhance efficiency in documentation, ordering, or inventory management.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Person Specification**

<b>Person Specification:</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Tested By</b> (App Form, Interview, etc)
<b>Qualifications</b>			
Good standards of education to GCSE level	Yes		App Form
Hygiene including HACCP	Yes		Interview
Food Hygiene (minimum level 2)	Yes		App Form
Health and Safety (minimum level 2)	Yes		App Form
Food Hygiene (level 3)		Yes	App Form
Health and Safety (level 3)		Yes	App Form
<b>Experience</b>			
Experience of working as a Trainee or Commis chef in a similar environment		Yes	App Form
<b>Skills, Knowledge</b>			
Good command of reading, writing and numeracy	Yes		Practical Test
Passionate about Food and Innovation	Yes		Interview
An excellent knowledge of Food	Yes		Interview

Fire Safety Knowledge	Yes		App Form
Demonstrable cooking skills	Yes		Practical Test
Confident communicating with customers and clients in an engaging way	Yes		Practical Test
An understanding of the principles of equality, diversity, and inclusion	Yes		
<b>Attitude</b>			
Team player	Yes		Interview
Self-motivated	Yes		Interview
Willing to undertake training as required			
<b>Circumstances</b>			
Flexible approach to working hours including weekends and evening as necessary	Yes		App Form