

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Chef de Partie (Section Chef)</b>
<b>Department:</b>	<b>Kitchen</b>
<b>Reports to:</b>	<b>Sous Chef (Supervisory), Shift Head Chef (line management)</b>
<b>Responsible for:</b>	<b>Day to day supervision of Commis Chef and casual/agency Chefs</b>
<b>Purpose of role:</b>	

To assist the Executive Head Chef, Shift Head Chefs and Sous Chefs in the production of fresh menu items whilst complying with the relevant policies, procedures and laws relating to the production and sale of foods.

To guide, train and mentor the commis chefs, casuals and agency chefs.

### **Key accountabilities:**

- To skilfully produce a variety of food dishes to a high standard of preparation, production, food quality, plating up, presentation and service dishes under the guidance and instruction of the Executive Head Chef and senior team.
- To help produce menus, adapting and changing recipes which may or may not work to suit the best working practices of the Kitchen. These would demonstrate flair, imagination and a commercial awareness that takes into account current trends in the catering industry, incorporating seasonality as well as influences from around the world, meeting customer needs and preferences whilst being mindful of tradition.
- To offer and support a range of mainstream menus to meet individual dietary requirements, being aware of various dietary requirements, food allergens and religious customs - and seeking innovative dishes to cater for their needs.
- To inspire and train junior staff in food preparation, quality and service and to foster good working relations within the team and across all sections of the department.
- To ensure that the Section opening and close down procedures are followed. To manage and utilise (Mise En Place [MEP]) lists, handover procedures, being aware of all daily menus and forthcoming functions in advance by checking the kitchen notice boards and menus for any amendments. To ensure all 'Daily Hygiene Checklists' are completed.
- To be responsible for section purchasing and purchasing sheets. To ensure that wastage is monitored and kept to a minimum wherever possible.

- To maintain a high standard of hygiene within the department as required by the “Food Safety Act 1990”, “Food Safety (General Food Hygiene) Regulations 1995” and the “Food Hygiene (England) Regulation 2006” and any subsequent legislation or guidance to enforce the department’s Food Safety Management System and recommend amendments to these procedures as and when appropriate.
- To utilise and manage all aspects of Trinity’s Food Safety Policy and ‘Hazard Analysis and Critical Control Points’ (HACCP) in association with Food Alert and Monika.
- To participate in training and development as required.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

## PERSON SPECIFICATION

Criteria	Description
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 2 years' experience working in a commercial environment at a Chef de Partie level</li> <li>• A working knowledge of and a proven track record in delivering, classical and modern methods of cookery</li> <li>• Knowledge of special diets and nutrition</li> <li>• Experience and knowledge of working in Larder, Sauce and Pastry sections</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to cook to high standard</li> <li>• Excellent standard of food preparation and methodology</li> <li>• Be able to demonstrate good organisational skills</li> <li>• IT skills (emails)</li> <li>• Committed with high personal performance standards</li> <li>• Creative and able to encourage creative thinking in the team</li> <li>• Good communication skills</li> <li>• High standard of personal hygiene and general physical fitness</li> <li>• Punctual</li> <li>• Able to work as part of a busy team</li> <li>• Be willing to learn new trends</li> <li>• Having the ability to lead through example</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified to NVQ 1 &amp; 2 hotel &amp; catering</li> <li>• Working knowledge of HACCP</li> <li>• Working knowledge of COSHH</li> <li>• Full knowledge of allergen legislation &amp; customer dietary requirements</li> <li>• Good working knowledge of relevant Health and Safety regulation</li> <li>• Certificate in Level 2 Food Hygiene</li> </ul>
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Keep abreast of the legislative changes in order to accurately implement appropriate changes</li> <li>• Keeps abreast and develops own skills</li> <li>• Requirement to work additional and unsociable hours necessary to maintain service provision and meet fluctuations in business patterns.</li> <li>• Willingness to take a flexible approach to work duties working a mixture of late, early and weekend shifts for special functions as requested and to cover staff sickness</li> </ul>

## EMPLOYMENT DETAILS

<b>Rate of Pay:</b>	£29,960 per annum plus a shift allowance of £3,595 (total £33,555).
<b>Hours:</b>	75 hours per fortnight excluding unpaid breaks, worked on a shift basis.
<b>Holiday:</b>	33 days including 8 public holidays.
<b>Probationary Period:</b>	Six months.
<b>Contract Type:</b>	Permanent.
<b>Meals:</b>	Free lunch is provided for staff whose duties cover this period.
<b>Pension scheme:</b>	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
<b>Private Health Care:</b>	The College provides health care currently through membership of Bupa. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
<b>Gym:</b>	Membership of the College gym is available for a modest fee. Inductions are compulsory.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
<b>Employee Assistance:</b>	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
<b>Access to College:</b>	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
<b>Cycle to Work Scheme:</b>	There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply.