

EMMANUEL COLLEGE



Job Description for – Chef de Partie

LINE MANAGER – The Head Chef

BACKGROUND INFORMATION

The busy and highly experienced catering department provides high quality dining for a variety of events both internally and externally. Service includes catering for students, staff and fellows along with a variety of other event including as high end dinners, weddings and feasts.

PRINCIPAL RESPONSIBILITIES

Using own initiative to ensure timely completion of work to an efficient professional standard and in accordance with instructions as may from time to time be issued by the Head Chef in connection with a wide variety of duties which include the following:

- To achieve and maintain a high standard in the production of a wide range of dishes within the financial target
- To liaise with the Head Chef in respect of budgetary control.
- To prepare and cook main course and side order items as required following recipes as set by the Head Chef
- To liaise with the Stores Manager on a daily basis concerning all requirements.
- To have a thorough knowledge of commodities with regard to food production.
- To ensure that attractive and inviting menus are produced and correctly costed.

GENERAL

- Abide by Hygiene and Safety Laws and ensure that they are observed
- Control and monitor systems to aid financial performance (ie waste management).
- Ensure that all stock is maintained in a hygienic and secure manner.
- Demonstrate a professional attitude on a day to day basis in the kitchen environment and to demonstrate a methodical approach to: preparation for service, work during service and after-service clear down.
- Ensure you maintain good personal hygiene, wear the correct uniform at all times and comply with any instructions relating to jewellery, make-up and mobile phones etc.
- Ensure hygienic handling of food during storage, preparation and presentation
- Be aware of the dangers of accidents and fire within the department and the adopted procedures in case of accident or fire
- Maintain monitoring records of the various temperature records, control of food and storage facilities

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Statutory Requirements

- To demonstrate a working knowledge of: HSWA 1974, Food Safety Act 1990. Any other statutory requirement
- Demonstrate knowledge of procedures to follow in case of fire.
- To be Qualified to NVQ level 2 or equal in Professional cookery.
- Identify correctly fire extinguishers to use with specific fire types and be aware of the correct evacuation procedures; training will be given in College practices and procedures.
- Obtain and maintain a First Aid qualification so the ability to administer first aid for example for cuts and burns.
- To have obtained a Basic Food Hygiene Certificate

ADDITIONAL DUTIES

- Observe all recognised safety rules and procedures together with the College Health & Safety Policy (a copy of which will be given to you during your induction) and ensure that reasonable care is taken for your personal health and safety and that of other employees, customers and any other persons on the premises.
- Observe and adhere to all College policies at all times, copies of which will be made available to you on induction.
- To ensure at all times that you are performing to standards specified by the College and to deal with any complaints arising from poor performance.
- To attend training courses as and when directed.
- To attend departmental meetings as requested.

PERSON SPECIFICATION

- Ability to work as part of a team
- Ability to work using own initiative
- Proficient in catering for a variety of events
- Knowledge of food allergens
- Ability to work under pressure
- Excellent customer service skills
- Flexible approach to work