



## Job Description

<b>Job Title:</b>	Chef de Partie
<b>Accountable to:</b>	Head Chef
<b>Accountable for:</b>	N/A
<b>Liaison with:</b>	Fellows, Students, College Staff

### Overview

University College was established in 1249 and currently has approximately 600 students and 250 staff. On a daily basis the Kitchen supplies hot and cold food for around 350 diners through the Buttery and up to 170 four course plated dinners 3 nights a week. Conference meals and private diners are also catered for by the Kitchen.

University College's Kitchen has 10 Chefs and 7 Kitchen Porters working at pace in a friendly environment. We work to high standards and in order to achieve these provide our Chefs with a range of development opportunities. The Kitchen is part of the Sustainable Restaurant Association and has achieved 5 stars for Scores on the Doors since the standard was first introduced.

### Job Purpose

The post holder will be required to assist the kitchen brigade on producing high quality food for students, fellows and staff of the college. To maintain the cleanliness of the kitchen and all store areas in line with the cleaning schedule. To follow all standards of production and working practices as instructed. To oversee the standards and working practices of Commis Chefs, Trainee Chefs and Kitchen Porters ensuring the Colleges standards are met.



## Main duties and Responsibilities

- To prepare and cook food to the College's standards under the supervision of Senior Chefs.
- To learn working practices and methods of food production as instructed by the Senior Chefs.
- To take charge of a designated section in the kitchen and produce all food for that section as directed by menus and Senior Chefs.
- To help train and develop all Junior chefs and Kitchen Porters as directed by Senior Chefs.
- To assist with menus and rotas as needed and requested by the Head Chef.
- To meet daily deadlines and targets as instructed.
- To maintain set standards at all times.
- To assist with receiving and checking of deliveries as required.
- To assist in the security of the stores and fridges in the kitchen area.
- To work as a team with all departments to produce the best experience for customers and colleagues alike.
- Any other reasonable task which falls within the prime objective of this job.



## Person Specification

### *Essential Qualifications, Skills and Experience*

- Ability to lead effectively and demonstrate adaptability to take on new tasks and procedures.
- Ability to understand and follow written and verbal instructions.
- Substantial experience of delivering good quality food within a set framework of standards and costs.
- Working knowledge of food hygiene and health and safety practices.
- Substantial experience of delivering good quality food within a set framework of standards.
- Ability to work under pressure to high standards.
- An approachable “can do” attitude to their style.
- Able to “keep their cool” within pressurised situations.
- Willingness to undertake training.
- Other flexibility to undertake overtime if required.
- City & Guilds level 706/2 or NVQ level 2 equivalent or relevant on the job experience.

### *Desirable*

- Professional and friendly manner.
- Working as part of a team and on own initiative.
- Food hygiene certificate.