

## **JOB DESCRIPTION**

**Job Title:** Chef de partie – All outlets

**Grade:** Grade 2

**Responsible to:** Sous Chef and Head Chef

### **Job Purpose:**

Under the guidance of the Sous Chef and Head Chef, and as a member of the kitchen team, the role holder is responsible for supporting the day to day delivery and continuous development of the food and catering across the campuses.

Putting the staff, customers and a culture of continuous improvement at the centre of what we do, the role holder will assist in the development of the food service which includes food production for hospitality and nursery.

To help achieve or exceed financial targets.

### **Main Duties and Responsibilities:**

1. To provide consistently high standards of service at all times.
2. To prepare and present food for the specification of services including breakfast, sandwich and buffet lunches, main dishes, salads, hospitality including seated dinners and nursery meals. To monitor orders coming in via the food app and ensuring that orders are processed in a timely manner and recorded.
3. To actively follow the food hygiene regulations ensuring food is adequately protected from contamination and to maintain temperature check records.
4. To maintain a high standard of cleanliness and hygiene of your work area and equipment plus other cleaning duties in and around the kitchen as allocation by the Sous Chef. To dishwash or handwash crockery, cutlery and associated tableware.
5. Act as a liaison to customer service assistants to ensure the highest possible standards of food presentation.
6. To portion and present food; to prepare the counter/trolley/take away area etc for food service; to serve and clear the counter and liaise with customers.
7. Delivery and collection of internal catering around campus by trolley, tray and delivery vehicle, setting out deliveries as requested by client, some room/furniture

configuration may be required.

8. To work with the catering dept/kitchen to best serve everyone's needs & within the scope of the catering dept/kitchen.
9. To assist with the delivery of events and hospitality across the sites including set up, stewarding and break down.
10. Taking deliveries, checking deliveries for accuracy and product quality
11. Actively control waste
12. Keep records of food purchases and waste and estimate future food consumption and organises preparation
13. Communicates with the sous chef and head chef on how to improve meal service
14. Alters dishes based on consumer suggestions and requirements
15. To protect company equipment, cash, stock and property from theft, loss or avoidable damage and report any damages or loss to Sous Chef and Head Chef.
16. To follow opening and closing procedures and personally prepare food, beverage and perishable items for sale.
17. To work as part of a wider team across the directorate to deliver organisational objectives and be an ambassador for the department in promoting the aims of the directorate
18. Working well will be 5 days over 7, including early mornings, evenings, bank holidays and weekends as required by the business.
19. Maintain a high level of personal hygiene and appearance, including adherence to uniform standards.
20. Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility

## Health, Safety & Legal

- Record keeping (i.e. temperature checks). Food safety legislation; taking temperatures of food or fridges and freezers, using correct probe attachment and recording the readings on the correct documentation.
- Recording planned cleaning tasks on documents. Recording any wastage of stock. Filling in the bar log to document information relevant to the sale of alcohol.
- Ensuring licensing law is adhered to at all times, including service times, refusal of service to anyone under 18 or intoxicated.
- Operate, clean and maintain all equipment safely and in accordance with training including dishwashers, fridges, freezers, cooking equipment etc.
- Ensure all areas of the work environment are hygienic, tidy and free of hazards at all times and work in a way to minimise risks to health and safety and security of self and others.
- Ensure all cleaning products and any other substance that could cause risk is used according to the CO.S.H.H
- Have a full understanding of the fire evacuation procedure.

## General Responsibilities

- Deliver a level of customer service, which meets and exceeds the expected standards. Ensure all people are dealt with efficiently and with appropriate regard to their needs.
- Undertake reasonable duties, which contribute to the success of the directorate and FX Plus as a whole.
- Agree personal and team objectives and work to achieve them, developing both individually and collectively.
- Actively participate in required organisational processes, courses and activities, constantly maintaining the required conduct.
- Support and contribute to keeping FX Plus, Falmouth University and the University of Exeter compliant with all legislation and adopted standards. Specific attention should be given to Health and Safety, Equality, Diversity and Safeguarding

**PERSON SPECIFICATION**

**Post Title: Chef de partie**

Attributes	Essential Requirements	Desirable Requirements
<b>Education / Qualifications</b>	GCSE's in English and Maths  Basic Food hygiene certificate (or willing to obtain)	First Aid Certificate (or willing to obtain)
<b>Experience / Knowledge</b>	Relevant experience working in a similar environment	Knowledge of Health and Safety especially in the use of cleaning products
<b>Skills / Personal Requirements</b>	Excellent customer care  Flexible attitude to working hours.  Willingness to undertake new duties to support colleagues within the team.  Flexible approach to hours and work	Driving Licence