

Job Description:   
Chef de Partie

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| Function: | | Schools – Independent and Private |
| Job: | | Chef de Partie |
| Position: | | Chef de Partie |
| Job holder: | | TBC |
| Date (in job since): | | TBC |
| Immediate manager  (N+1 Job title and name): | | Aaron Platt – Sous Chef |
| Additional reporting line to: | | Gabriele Di Piazza – Head Chef |
| Position location: | | Magdalen College School |
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| 1. Purpose of the Job – State concisely the aim of the job. | | |
| Assisting the Sous Chef in the core production and hospitality service of food according to Service Level Agreement within all areas under Sodexo Management. Ensure compliant in all areas of Food Safety, Health and Safety, Business. | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | |
| Characteristics | * Magdalen College School Is an Independent Day School Serving Breakfast and Lunch. * The School Operates a Traditional Monday to Friday Calendar. * MCS Currently Has 977 Students and Roughly 175 Staff. * We Have a Main Dining Hall Serving Roughly 700 Lunches Per Day. * We Also Have 2 Retail Outlets – A Tuck Shop and A Coffee Shop. * The School Does Like to Host, and We Do Boast with A Busy Hospitality Calendar. * The School Does Compete in Sport with The Larger Independent Boarding Schools, as a Result We Host Sport Teas Most Saturdays. | |

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| 3. Organisation chart – Indicate schematically the position of the job within the Organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Account Manager  Catering Manager  Head Chef  Sous Chef  Chef de Partie |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| **KEY TASKS:**   1. In your role here at MCS Oxford we will need you to assist the Sous Chef as appropriate and where necessary to maintain high levels of food standards and presentation and over-all effectiveness of the staff output laid down in the Service Level Agreement and to the menu specification bespoke to Magdalen College School. 2. To assist and prepare all food with due care and attention, particularly regarding customers’ special dietary requirements: for example but not limited to, nut, dairy or wheat allergies. 3. To aid and have an active input in maintaining the 3-week menu cycles in line with the Magdalen College School menu specification. 4. You will have a flexible approach and will be able to cover all areas as detailed in rota incorporating breakfast and lunch services and when necessary to provide theatre cooking in either one of our retail outlets. 5. You will be required to work – On a rota basis – During some of the school holidays. This will be divided up fairly between the CDP team. You will be required to cook and serve lunch for a small group of Support staff who work throughout the year. 6. You will also need to assist and work school functions and outside hospitality as required, some of which may occur outside of normal working hours. Such functions will be shared between the chef brigade on a rota basis. 7. Ensure that appropriate methods of cooking and presentation are used to maintain the highest standards of production and service. 8. Assist with maintenance of goods received system to ensure statutory and quality standards are maintained. 9. Promote and maintain a friendly working relationship with colleagues. A real team player. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| 1. Ensure that legal and company regulations regarding hygiene, health and safety are complied with. 2. To undertake occasional duties outside the normal routine but within the scope of the department’s activities. 3. Attend to any reasonable request. 4. Promote a good company image to customers and guests and use positive customer service practices. 5. Assist with the monitoring of production and wastage. 6. To take full responsibility for the allocated section within the kitchen that you have been assigned including allergen sheets, ingredients lists and the completion of cleaning rotas as an example |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| **IRREGULAR DUTIES:**   1. To complete deep clean programme as and when required 2. To report any complaint or compliment and act if possible. 3. To report any incident of accident, fire, theft, loss, damage and take action as may be appropriate or possible. 4. To attend meetings and courses, as required. |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential   * NVQ level 2 Food Production certificate or equivalent * Intermediate Food Hygiene certificate * Strong level of literacy and numeracy * Good communication and interpersonal skills and the ability to be an effective team player * Flexible, with the ability to work under pressure and across a range of shifts and service times * Excellent time management and organisational skills * Ability to set and maintain standards   Desirable   * Ability to review problems analytically, develop opportunities and implement innovative solutions / approaches * Advanced Food Safety or Health and Safety qualification |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Innovation and Change * Brand Notoriety * Commercial Awareness * Employee Engagement |

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| 9. Management Approval – To be completed by document owner |
| Date 09.10.2024 |
| Document Owner Peter Lowe |
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